

Instructions to Complete Internship Application

Print and keep these directions for future reference

Page order of the Internship Application Packet:

Page 1 – Internship Application	Unofficial USF Transcript
Page 2 – Advisor’s Eligibility Verification	SASS Report
Page 3 – Criminal Record Information	(Undergraduate majors only)
Page 4 – Educational Record	
Page 5 – Educational Autobiography	
Page 6 – Consent Form	

NOTE: You must submit a **hardcopy** of the above pages and copies to the appropriate office/program:

Pinellas county and USFSP students at PHCC –

Elementary Education and English Education students need to submit the original and **TWO** copies of entire packet. Please, include pages 1 through 6, USF unofficial transcript and SASS report (Undergraduate majors only)

Special Education students need to submit the original and **THREE** copies of entire packet. Please, include pages 1 through 6, USF unofficial transcript and SASS report (Undergraduate majors only)

*Transcripts can be obtained from the Office of the Registrar.

*SASS Undergraduate Degree Audit

- You can also access you SASS Undergraduate Degree Audit from the USF St. Petersburg homepage then click on OASIS located at the bottom of the screen.

- ★ Log into Oasis.
- ★ Under the Student and Financial Aid tab find and click on Advising.
- ★ Find and click on View SASS Degree Audit on FACTS (This takes you to the FACTS homepage).
- ★ On the left side of the page under the Choose a link list click on College Advising Tolls link. Next click on Institutional Degree/Program Audit.
- ★ Fill in the necessary information and click continue. Your report should load then appear. You may now print.

Page 1 – Internship Application

Complete information requested.

Indicate degree you are seeking. Bachelors will receive a BS if you have not taken two semesters of college foreign language.

List major subject area and specialization.

Indicate your main campus where you have been admitted to the program.

E-mail address – will be used for mass notices, please check your e-mail often.

Present address – where you are living at the time application is completed.

Address while interning – where you will be living while you complete your internship.

If any address change, please, notify the Internship office at 553-4269.

To complete your internship in Pinellas County Schools you must register for the USF St.Petersburg section. If you have any questions, please see your program advisor.

If you check public, list only the county preference. Do not list individual schools in this area. Do not list geographical location (northwest, east). Districts make the placements and placements are final.

If you checked non-public schools, list the school choice and contact the Internship Office at 553-4269 for further information on placement in a non-public school.

Special Circumstances:

****The county administrators have asked that they be made aware of any special circumstances that may affect your internship placement. One example is a disability accommodation . If you have a particular need that the county should be made aware of, please, complete the Special Placement Information. You are not permitted to request a particular school; therefore, this form is not to be used for that purpose. The Internship Office and/or School District reserve the right to deny any requests that are deemed inappropriate****

List any schools where you have relatives attending or employed. You must not intern at these schools.

Sign and date where indicated.

Page 2- Advisor's Eligibility Verification

Type Name, Major, Degree (BA, BS, MA, MAT) and Social Security Number.

GPA's for professional and specialization may be obtained from SASS report for Undergraduates only.

Graduate students use only USF Cumulative GPA from USF transcript.

List the following course(s):

A. Courses needed prior to internship.

B. Courses to be taken with internship.

Please, see note and contact Internship office for information and petition.

C. Courses to be taken after internship.

Please, see note and contact Internship office for information and petition.

Important: Program advisors must approve courses listed.

Page 3 – Criminal Record Information

Complete name and social security number at top of page.

Complete requested information.

Sign and date where indicated.

PLEASE NOTE: The application of any person with a criminal history requires review and approval to determine eligibility for employment. If you have such a criminal history, your application will be held in a pending file until the review process is complete.

For each criminal charge listed on the reverse side of this document, provide a narrative account of the circumstances leading to the charge. Include in this statement, circumstances leading to the charge. (You may attach additional pages.) Include this statement,

- The level of the charge (felony or misdemeanor),
- The resolution of the charge, and
- The conditions imposed upon you as a result of the charge.

Depending on the nature and outcome of the charges described below, you also may be requested to secure and provide a copy of the arresting agency's report, verification of the court's ruling, and documentation of successful completion of impose conditions.

If you have any questions, please, contact Inna Ruefle, Internship Office at 727-553-4269.

Page 4 – Educational Record

On the FTCE information, type name and indicate the date you took or will be taking the all portions of FTCE.

Use GPA's from page 2.

List your high school and any other community colleges, colleges or universities that you have attended.

Sign and date where indicated

Page 5 – Educational Autobiography

Must be handwritten, not typed.

Use black ink only.

It is not a “life story”.

Give highlights of your background as related to your teaching goal, why you decided to become a teacher.

Do not write on the back of your page. May use one additional unlined page if necessary.

Sign and date at the bottom of each additional page.

Page 6 – Consent Form

Type name on each line, sign and date at bottom.

FINGERPRINT INFORMATION

In order to intern in The Florida Public Schools, students must have a cleared fingerprint record. The fingerprint form must be completed before students may be considered for Final Internship.

- You can access the Fingerprint form and Information sheet from the county’s website <http://www.pinellas.k12.fl.us/jlahome.html>.
- Visit Internship Office, COQ 204 to get the form.

INTERNSHIP ORIENTATION and TRAINING SESSIONS:

USF interns are required to attend one day of internship training that includes topics such as the Florida Code of Ethics Training, graduation requirements, and a general Internship Orientation. This meeting is usually scheduled the first week of classes on Friday (Spring and Fall Semester).

Attendance is taken at the seminar the Internship Office reserves the right to withdraw interns who have not attended this training. If you are unable to attend you must contact Internship Office at 727-553-4269.

Information regarding Placement, Meeting and Orientation will be mailed to your home **approximately:**

For Fall Internship: The first week in August

For Spring Internship: The first week in December

PLACEMENT GUIDELINES:

1. You may intern in a non-public school rather than a public school IF the school meets state accreditation criteria, IF your program agrees and, IF the school accepts you. You must indicate the specific school you want in your application. Prior to selecting a non-public school, confirm with the internship office that the school is accredited. You must provide the internship office with documentation that your request to intern in a non-public school has been approved by your program and that you have met with the school and they can provide an appropriate placement (a letter from the principal will be required).
2. The College prefers that you do not intern in a school that you have recently attended.
3. Do NOT contact schools or district offices to check on your application. The district offices make all intern assignments and then notifies the College of Education. You will receive written notification from the Internship Office regarding your placement.
4. You must adhere strictly to the time schedule and calendar of your assigned school. You must be willing to assume the responsibility of transportation to the school where you are assigned. (See consent form)

IMPORTANT INFORMATION:

By the time you begin your internship, you must have met the following eligibility criteria:

Admission to the College of Education.

Completion of General Education requirements.

Completion of an application for internship by the due date.

Completion of the professional education sequence except for EEX 4070 (Integrating Exceptional Students in Regular Classes) in education courses (a College of Education petition must be submitted for approval to take any other courses); a minimum of two-thirds of specialization; no education course work with less than a "C" grade; a minimum of a 2.5 grade point average in each area; or a USF 2.5 grade point average (3.0 for Graduate students).

Completion of other requirements prescribed by the applicable program.

SUBMITTING APPLICATION:

1. Be sure to complete all applicable pages of the application.
2. Check yourself: **Failure to include all components will delay the processing of your application.**
 - Do you have your unofficial transcripts?
 - Do you have your SASS report attached to your application? (**Undergraduates only**)
 - Did you include your name, major, degree, GPA, SSN, date and FTCE date on each page where indicated?
 - Did you sign each page?
 - Did you staple each packet in page order? (Including USF transcript and SASS)
 - Did you make the correct number of copies of your Internship Application?
 - Did you include all copies of judicial records that may be applicable? Also, did you include a signed handwritten statement pertaining to all judicial records?
 - If you have a disability registered with Student Disability Services Office, have you attached a copy of their letter specifying necessary accommodations?

-Have you used the “Special circumstances” section on page 1 to indicate any special accommodations or placement information that should be considered when arranging your assignment? If so, please include a letter of explanation outlining your circumstance(s).

3. Return the complete applications (original and copies) to:

Internship Office, COQ 204
University of South Florida
College of Education
140 Seventh Avenue South, COQ 201
St. Petersburg, FL 33701
727-553-4269
