June 25, 2012

Dear Teacher Candidate Internship Applicant:

Congratulations on having reached this point in your teacher preparation program. The Teacher Candidate Internship is the capstone experience to becoming a licensed professional teacher and we want to do everything possible to assist you in successfully meeting that goal. To be eligible to apply for your internship, you must: 1) be ADMITTED into the Teacher Education program, 2) have passing Praxis I or equivalent scores, 3) be in the process of completing all remaining coursework except your internship, and 4) be meeting the continuance requirements of your program. Passing scores for Praxis II, VCLA, and RVE/VRA (if applicable) must be on file with the Office of Teacher Education Services (Education Building, Room 152) PRIOR to the Orientation Meeting for your student teaching internship Spring 2013.

To better serve you and ensure your application is processed timely by the school division for a Spring 2013 teacher candidate internship placement, please follow the following guidelines:

➔ Deadline for submission is SEPTEMBER 15, 2012. Candidates applying for a placement in Fairfax County need to submit the application by AUGUST 15, 2012.

➔ Applications for teacher candidate internship are now assessed a fee. This fee is due with the application. The fee should be paid by personal check or money order (NO cash or credit cards will be accepted). Checks or money orders should be made out to “Old Dominion University.”

Any returned checks will result in a financial hold placed on the student’s record. This type of hold, if not cleared, may prevent registration and delay in licensure.

Application fee for submission by the deadline:

➔ $25 for applications received by SEPTEMBER 15, 2012 (this fee is non-refundable)

Applications received late after the August 15, 2012 (for Fairfax County) and SEPTEMBER 15, 2012 deadlines, candidates are NOT guaranteed an internship placement for the semester requested.

Late fee submission rates are as follows:

➔ $35 for applications received after September 15, by October 15, 2012
➔ $45 for applications received after October 15, by November 1, 2012
➔ Applications will not be accepted after NOVEMBER 1, 2012
➔ THE LATE FEE IS NON-REFUNDABLE

➔ The Advisor Approval form attached to the application MUST be completed and signed by your advisor to ensure you are meeting all requirements and that in fact you are ready to begin the internship. Make sure to list the correct course number and credit hours of the Teacher Candidate Internship course required for your program.

➔ Candidates may not be placed at a school where a relative attends or works. Candidates must disclose this information on the internship application. If a candidate is found to be at a school where a relative attends or works, the candidate will be removed and will complete the internship experience the next available semester.

➔ Complete and sign the Old Dominion University Authorization for Release of Disciplinary Records form.
Candidates must attend the **Orientation Meeting**. For all candidates who are in the Hampton Roads area, it will take place on campus, Wednesday, January 9, 2013 from 8:00 am – 5:00 pm and Thursday, January 10, 2013 from 8:00 am - 5:00 pm, in Webb Center, Hampton/Newport News Room. Lunch will be provided both days. Attendance is mandatory. You will be withdrawn from your internship, if you do not attend the Orientation Meeting. Also, there are two one-hour modules to be completed prior to the Orientation Meeting. An email with information to access the link will be sent out to each candidate in the Hampton Roads area attending the meeting.

For all **Distance Learning candidates**, outside of the Hampton Roads area (beyond Isle of Wight and Williamsburg), the Orientation Meeting will be provided via a sixteen-hour web-based module. An e-mail with information to access this link will be sent to each distance learning candidate and their site directors.

Passing scores on Praxis I or equivalent scores, Praxis II, including individual sub-test scores on the back page, the Virginia Communication and Literacy Assessment, and the required reading assessment** (RVE/VRA for Pk-3, pk-6 and special education programs must be on file with the Office of Teacher Education Services (Education Building, Room 152) PRIOR to the start of this Orientation Meeting.

**Teacher Candidates who have earned a passing score on the Virginia Reading Assessment prior June 30, 2011 are not be required to take the Reading for Virginia Educators (RVE) assessment.** [Click here](#) for further information.

A copy of TB test results, completed within one year of the beginning of your Teacher Candidate Internship experience is required by all school districts. **DO NOT submit the test results to the TES office.** You may be asked to submit a copy of your test results to the administrator of your assigned school.

The updated **2012-2013 Teacher Candidate Internship Handbook** will be available after December 1, 2012. To download it and print it, go to: [http://education.odu.edu/tes/teachercandidateinternship.shtml](http://education.odu.edu/tes/teachercandidateinternship.shtml). (scroll down to the lower section of the page). Print the handbook by using your ODU free printing services available on-campus or at your distance learning site.

Please review the list of school districts requiring the **criminal background** and the **ODU Policy on Background Checks**. This information is also available on the TES Website under **Student Resources**. This must be submitted prior to the beginning your internship.

**CANDIDATES ARE NOT PERMITTED to contact school division personnel regarding placement until notified by Teacher Education Services staff.**

After reviewing your application and your academic record, you will receive an e-mail notification of your internship placement. It’s imperative that you **continue to meet all GPA and program requirements, since your academic progress will be reviewed again at the end of the current semester.**

Please contact your program advisor or distance learning site director, if you have any questions concerning this application process. You may call me at 757-683-6448 or e-mail me at lbutler@odu.edu, if further clarification is needed.

Sincerely,

**Leigh L. Butler**

Leigh L. Butler, Ph. D.
Assistant Dean

**NOTE:** **PRINT THIS ENTIRE PACKET IN SINGLE PAGES**
Print all information.

Last Name                                First Name                          Middle Name
____________________________________________________________________________________________

Address:                   Street                  City                        State            Zip
_____________________________________________________________________________________________________________

Male (   ) Female (   ) Date of Birth _______________ UIN: _____________________ ODU E-mail: ________________________
Semester/Year for teacher candidate internship ______________________ Teaching Endorsement Area: _________________________

Permanent home address:
_____________________________________________________________________________________________________________

Street                  City                        State            Zip

Teacher candidates MAY NOT be placed in the same school where a person they are related to attends or works. List below the name of the school(s) that should not be included in your request for placement on the “Placement Information Sheet”:

________________________________________

I agree to report to the school(s) to which I am assigned. I assume the responsibility for reporting any change in my teacher candidate internship plans to the director of teacher education services in sufficient time to prevent inconvenience to school personnel. I understand that final approval of this application will be made by my major department chair and the director of teacher education services after a review of my transcript prior to the beginning of my internship semester.

I further certify that I have never been convicted of a felony in the U.S.(or territories) or found guilty of a criminal offense in another country or found guilty of a misdemeanor involving children or drugs, nor have I ever been the subject of a founded complaint of child abuse or neglect, or nor have I ever had a teaching license revoked, cancelled, invalidated, or suspended. If, YES, attach explanation, court order documents indicating judgment and disposition of the case from the court of conviction , or statement giving full details and official documentation of the action taken. Please note this may preclude any opportunities for a teacher candidate internship placement.

Date                                               Signature of Teacher Candidate

SCHOOL DIVISION ________________________________________ DATES __________________
SUGGESTED SCHOOL AND/OR TEACHERS ______________________________________________________________________
PLACEMENT REQUESTED IN:
Elementary School    (   ) ___________________________ Special Education    (   ) ___________________________
Middle School        (   ) ___________________________ Library/Media     (   ) ___________________________
High School          (   ) ___________________________ Other                  (   ) ___________________________

SCHOOL DIVISION ________________________________________ DATES __________________
SUGGESTED SCHOOL AND/OR TEACHERS ______________________________________________________________________
PLACEMENT REQUESTED IN:
Elementary School    (   ) ___________________________ Special Education    (   ) ___________________________
Middle School        (   ) ___________________________ Library/Media     (   ) ___________________________
High School          (   ) ___________________________ Other                  (   ) ___________________________

Rev. 09/26/2011
Darden College of Education  
Teacher Candidate Internship  

TELETECHNET PLACEMENT INFORMATION SHEET

Return this sheet with your Application for Teacher Candidate Internship to your Site Director

NAME: ____________________________________________  UIN: ___________________ Site: _______________________________________

This form provides information regarding Teacher Candidate Internship placement and endorsement grade levels for candidates in our TELETECHNET teacher preparation programs. If a choice is indicated by the word "Or" on the placement column for your program, please CIRCLE your choice.

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<tr>
<th>Program</th>
<th>Licensure Grade Levels</th>
<th>Placements</th>
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| Bachelor’s Degree: | K-12 | Elementary (7 weeks)  
  Special Education  
  – General Curriculum | and  
  Middle Or High School (14 weeks) |
| Master’s Degrees: | K-12 | Elementary (7 weeks)  
  Special Education  
  - General Curriculum or  
  Adapted Curriculum | and  
  Middle Or High School (14 weeks) |
| Master’s Degree  
  Elementary Education | PreK-6 | Primary/Elementary (14 weeks) |
| Post-baccalaureate Endorsement Content Area: | All | 14 weeks |

**MCTP – Identify Content Area:**
- 6-8
- 6-12
- PreK-6

**Active Duty/Retired:**
One 6-week placement at appropriate level
**Dependent:**
One 10-week placement at appropriate level

Practicum completion Semester/year: ___________  Grade Level(s): ___________  School: ________________

Indicate Teacher Candidate Internship Semester/Year: Fall ___________  Spring ___________
**Make sure to register for the Internship Seminar course of your respective program**

Please indicate your choice(s) for the teacher candidate internship placement:

Grade Level: ___________  Teaching Endorsement Area: ________________________________

1) ____________________________________________  
   Name of School District  
   Name of School  
   City  
   State  
   Zip Code

2) ____________________________________________  
   Name of School District  
   Name of School  
   City  
   State  
   Zip Code
This form must be completed and signed in consultation with the academic program advisor/site director prior to submitting this application. Schedule an appointment with your academic program advisor/site director prior to the deadline, as indicated on the cover letter.

________________________________________________________________________________________________________________________

This form must be completed and signed in consultation with the academic program advisor/site director prior to submitting this application. Schedule an appointment with your academic program advisor/site director prior to the deadline, as indicated on the cover letter.

___________ has completed or is currently enrolled in the necessary program prerequisites for Teacher Candidate Internship. The student currently maintains an overall grade point average of ____________ in graduate/undergraduate/post-baccalaureate endorsement (please circle one), and a ____________ grade point average in their major.

WRITE the scores achieved for the following assessment as prescribed by the Virginia Board of Education: Praxis I or equivalent approved scores, Praxis II, RVE/VRA (if required for your program), and VCLA. If an assessment has not been completed, WRITE the date you plan to take it. ALL passing scores must be on file prior to the Orientation Meeting date listed on the letter.

Praxis I (or equivalent SAT/ACT): Reading: _________ Writing: _________ Mathematics: _________ Composite: ____________
Praxis II: ____________ VCLA: ____________ VRA/RVE: ____________ Child Abuse & Neglect Training: ____________

Foreign Language Teacher Candidates must have: ACTFL-OPI rating of advanced-low or higher score ____________

List courses remaining or in progress to complete the degree/licensure requirements and identify the semester of enrollment. These courses must be successfully completed prior to starting the teacher candidate internship semester. Please contact the TES office if you plan to withdraw at any time, (757) 683-3348.

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<th>COURSE</th>
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Master’s Degree Students COMPREHENSIVE EXAM:
Register 30 days in advance, not later than: ________________________________
Date of Comprehensive Exam: FALL ____________ SPRING ____________ SUMMER ____________
Students not enrolled the semester in which the Comprehensive Exam is taken, then, they must register for GRAD 999, 1cr. For more information regarding the comprehensive exam, visit your academic department’s website.

Are there any major content or professional education courses with a grade below C-? If so, what is the course and what is the plan for retaking the course before the Teacher Candidate Internship?

The Professional Portfolio must be completed and submitted during the teacher candidate internship semester. This requirement must be completed in order to receive a Passing grade for the internship.
FMI: http://education.odu.edu/tes Then, click on "student resources" and scroll down to “Professional Portfolio” and How to Create your ODU portfolio. FMI on the electronic portfolio, go to: http://c1.livetext.com

I, ___________________________________ have read the cover letter and understand that I must attend the TWO-DAY Orientation Meeting, in order to be approved for student teaching.

Signature of Teacher Candidate __________________________ Date ____________

Anticipating the successful completion of the current semester and the above plan, I recommend this candidate for the Teacher Candidate Internship.

Signature, Teacher Candidate __________________________ Date ____________
Signature, Academic Advisor __________________________ Date ____________
AUTHORIZATION FOR RELEASE OF DISCIPLINARY RECORDS

Section I. To be completed by the Student

Name (print): __________________________________________ 

LAST __________ FIRST __________ MI

UIN: ______________________________

I hereby authorize the Vice President for Student Affairs, or designee, to release to the Assistant Dean of Teacher Education Services, or designee, any information contained in my student records (including copies of the records themselves) which is necessary to respond to Section II below. I understand that the information contained therein is confidential and will not be released to a third party.

Signature _____________________________________________ Date __________________________

TO: Vice President for Student Affairs

FROM: Assistant Dean, Teacher Education Services

The above named student is applying to perform his/her field experience requirement. If the student was ever subject to disciplinary action while enrolled as a student, please describe briefly, attach pertinent supporting information, and return this form to the Office of Teacher Education Services and Advising, Room 152, Education Building. Thank you.

Section II. To be completed by the Vice President for Student Affairs or Designee

Summary of Disciplinary Action: __________________________________________________________

__________________________________________________________

Signature _____________________________________________ Date __________________________

(person completing form)

Name ______________________________________ Title ______________________________________

(print)
OLD DOMINION UNIVERSITY
DARDEN COLLEGE OF EDUCATION

TEACHER CANDIDATE BACKGROUND CHECKS

Policy

All Virginia school divisions are now required by state code to obtain background checks on their employees. Some school divisions are also beginning to require similar background checks for their internship teacher candidates. However, Virginia colleges and universities, including Old Dominion University, are not authorized by state code to require background checks of their teacher education and counseling candidates as a condition for admission or participation in field experiences in the K-12 schools.

Procedure

Old Dominion University will provide information for candidates that the school division where they will complete their field experiences requires a background check and provide them with the name of a school division contact to help them through the process. Candidates are advised to review the list of school divisions requiring criminal background checks. Click here. Teacher candidates are responsible for submitting the application and the appropriate fee to the school division. Results must be sent directly to the school division for its review. ODU cannot pay background check fees, process applications, receive results, or determine/recommend that a student teacher meets an individual school division’s criteria. Candidates are responsible for their own background check fee.

Other ODU professional education programs with internship sites at external agencies or programs that require background checks operate in a similar manner. Please consult with your graduate program advisor.