



DEPARTMENT OF CURRICULUM & INSTRUCTION

M.Ed. INTERNSHIP APPLICATION PACKET

Please complete using Microsoft Word to ensure compatibility. Handwritten applications will not be accepted. Review the following checklist and indicate your agreement to the following steps by placing an “X” next to each item. In order to be granted placement for internship for master’s degree applicants, candidates must:

- declare Elementary, Secondary, or Special Education as a major in the master’s of education degree program
- provide proof of passing Praxis Core in Reading, Writing and Mathematics [or equivalent SAT/ACT scores] as required by the Office of the State Superintendent (OSSE) in the District of Columbia,
- provide proof of registration of Praxis II Content and Praxis Principle of Learning and Teaching,
- attach a current unofficial transcript to this application,
- have a cumulative grade point average of 3.0 or above in master’s degree courses, and
- submit a completed application (including Personal Statement and Test Scores) to the Office of Teacher Education by April 1st for Fall admission and October 1st for Spring admission.

Before being admitted to Teacher Education and placed for internship, candidates must acknowledge that:

- an interview is required for admission (usually completed during the first day of the Reading Period),
- a second interview is required before completing the internship (usually completed during the first day of the Reading Period),
- permission is required for applicants who enroll in more than two courses during the internship semester,
- an unpaid full-time teaching internship is required (typically completed during the final semester), and
- OSSE testing requirements for your major, such as Praxis II (Content) and Principles of Learning and Teaching are required for graduation clearance.



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MASTER'S DEGREE IN EDUCATION INTERNSHIP APPLICATION

(Double-click on gray boxes to complete fields)

Applicant Information

Applicant Name: Current Semester: Year:
Fall Spring

Student ID: Phone: Email Address:

Address: Street Address (Including Apt./Suite) City, State, Zip Code

Degree: Choose an item Major: Choose a Major Current Overall GPA:

Current Major GPA: Current Education GPA: Number of Education Credits Completed

Praxis Core Scores: Reading Mathematics Writing
Check Here if Exempt from Reading & Mathematics SAT Verbal & Math: ACT Composite

Anticipated Graduation Semester Choose an item Year

List Education Courses Completed or In Progress

Table with 3 columns: Course Abbreviation & Number, Course Title, Grade (IP if in progress)

I have received information detailing the Secondary Education Minor Program. I have read and understood the scheme, admission, and matriculation policies.

Student Signature Date:

Admission Decision - Office Use Only

Admitted Not Admitted Authorized Signature Date:

Reason for Denial

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Personal Statement Guidelines – Master’s Degree in Education Internship

- The personal statement should reflect the reasons for choosing teaching as a profession. It should describe personal experiences as well as qualifications and skills that would contribute to the potential for success as a teacher.
- The personal statement should be one typed page; careful attention should be given to professional writing standards.
- The personal statement should be well organized and presented in a logical sequence.
- A minimum score of 80 points is needed to fulfill the essay requirement. Scoring criteria are listed below.

Quality of Content	20
Organization and Development	30
Style (Clarity and Word Usage)	10
Grammar and Mechanics	40
TOTAL POINTS	100



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Major Department Recommendation Form - Secondary Education Minor Program

To be completed by Applicant		
Last Name	First Name	Middle Name
Student ID# @	Major	

To be completed by Major Department

Name _____ Title _____

Department _____

Please provide your candid opinion of the candidate's intellectual and personal capabilities in accordance with the rating scale below:

5-Superior	4-Above Average	3-Average	2-Below Average	1-Poor	0-No basis for evaluation
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Candidate Traits	5	4	3	2	1	0
1. Personal Integrity						
2. Emotional Stability						
3. Ability to work with others						
Peers						
Administrators						
4. Promise of Professional Growth						
5. Communication Skills						
Oral						
Written						
6. Rapport with adults						
7. Perseverance toward goal attainment						
8. Acceptance and application of constructive criticism						
9. Viable interest in teaching						
10. Promptness, reliability and overall professionalism						

Signature _____ Date: _____



School of Education

