

# Teacher Internship Program: Process Overview

## 1. Introduction & Application Deadlines

- **Orientation**  
Internships are introduced during the Student Teaching (ST) Orientation Meeting.
  - **Application Deadlines**  
October 1 for Spring Semester  
March 1 for Fall Semester
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## 2. Intern Candidate Qualifications

- Must submit a **complete application packet**.
  - Must meet **all student teaching requirements**.
  - Must either:  
Pass **PRAXIS II**, or  
Hold a **3.0 GPA** in their major content area.
  - Must receive **Program Coordinator approval** using the Clearance Form
  - Must submit a **UWW Faculty reference**
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## 3. Internship Availability & Solicitation

- Schools fill out an **Intern Request Form** on the Wisconsin Improvement Program (WIP) website.
  - Once approved by WIP, the **OCE Office** is notified.
  - The **OCE Office** also proactively reaches out to districts based on intern application locations and receives email interest.
  - All candidates who have not applied for an internship are **pre-screened**, confirming they meet the GPA and academic standards before being approached about potential internships.
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## 4. Internship Cost

- **Total cost to district: \$5,000**  
\$4,500 goes to the student intern  
\$225 supports professional development or classroom supplies (shared with cooperating teacher)  
\$275 remains with DPI for the Teacher Internship Program
  - Intern pays the cost upfront and then **requests reimbursement from DPI. (for the \$225)**
  - A **\$200 administrative fee** is collected by the **OCE Office** and forwarded to the DPI (sometimes covered by the district for in-demand interns)
  - \$75 Fee for an Intern License (DPI)
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## 5. Application & Interview Process

- **OCE Office** shares new internship openings via a Google Sheet
  - Intern candidates indicate in which openings they are interested.
  - **OCE Office** submits the candidate's packet to those schools.
  - Schools review applications, interview applicants, and extend offers.
  - Candidates may **accept or decline** offers
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## 6. After Acceptance

- **If accepted:** Candidate applies for an intern license through DPI (fee: \$75)
  - **If not accepted:** Candidate will complete regular student teaching in that semester
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## 7. Final Notes

- Acceptance into the Teacher Internship Program is **tentative pending completion** of all program and teaching requirements.
- Failure to meet requirements will result in withdrawal from the program