

# INTERNSHIPS

Wisconsin Improvement Program (WIP)

# Internship vs. Student Teaching

Internship allows you to teach by yourself no more than 50% of your time where you are the teacher of record. As internships are designed to be learning experiences, interns may spend the remainder of their time planning, observing, and conferring with colleagues. Actual workload will vary by internship.

In Student Teaching, you may teach by yourself, but you are not acting as the teacher of record.

Early Childhood Education (ECE): requires a split internship between special education and general education classroom(4K-3<sup>rd</sup>) which would be ideally structured in one of the following ways:

**8-week rotation:** will spend eight weeks in a Special Education 4K-3 setting and eight weeks in an Early Childhood classroom. If you have six periods in your school day, then the intern could teach 3 periods by themselves.

**Daily split schedule:** will intern in special education for half of the day and then student teach in a general education classroom for the other half or vice versa.

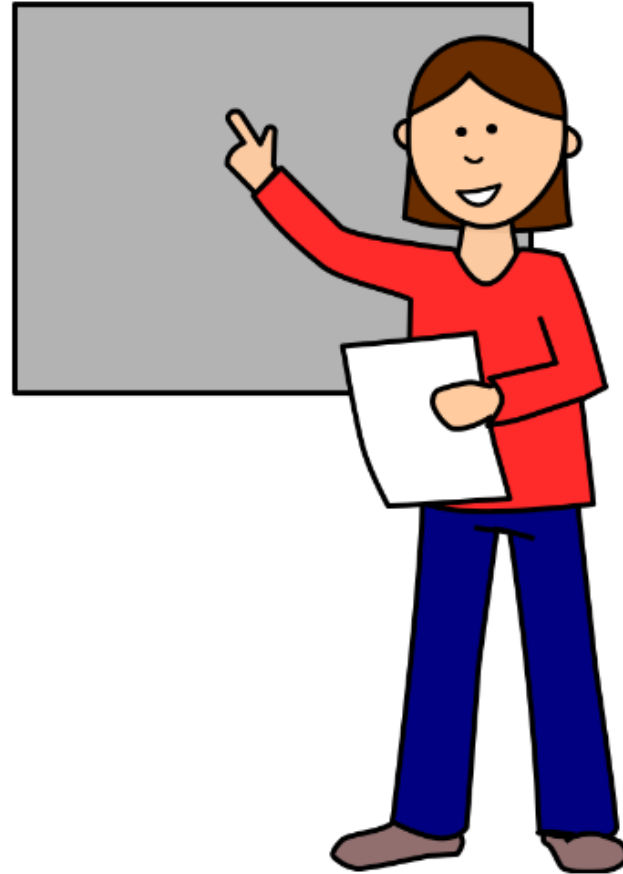
Physical Education and Art Majors: require a split arrangement between high school and elementary school. Most of these internships have a daily split schedule:

**Daily split schedule:** The student would intern in a high school for half of the day and then student teach within an elementary classroom for the other half or vice versa.

# Does an Internship replace Student Teaching?

Yes! An internship will replace your student teaching your last semester.

You will graduate as planned unless you do not complete your internship.



# WIP versus WIUE Internship

## Wisconsin Improvement Program

### Sponsoring Organization:

- Wisconsin Department of Public Instruction (DPI).

### Focus:

- Provides **paid internship opportunities** for pre-service educators (teacher candidates) to work in schools under the mentorship of a cooperating teacher.
- Designed to support **teacher preparation**, especially in high-need content areas and diverse or rural settings.
- Emphasizes improving **instructional practice** and increasing retention in the teaching profession.

### Structure:

- Interns work in **approved DPI internship sites**.
- They typically receive a **stipend** (around \$4,500 depending on the district).
- Internship occurs **during the student teaching semester**.
- The experience is more like an **apprenticeship**—real classroom experience with mentoring and evaluation.

### Eligibility:

- Open to teacher candidates who are **in the final year** of their educator prep program.
- Requires application and DPI approval.

# WI Institute of Urban Education(WIUE)

## Sponsoring Organization:

- UW System - specifically UW-Milwaukee's School of Education, through the Wisconsin Institute for Urban Education (WIUE).

## Focus:

- Prepares teacher candidates for **urban education** settings.
- Emphasizes **culturally responsive pedagogy**, equity, and working in **diverse, high-poverty schools**—mainly in **Milwaukee** and other urban districts.

## Structure:

- Offers placements in **urban schools**, typically in Milwaukee. Participating School Districts include Milwaukee Public Schools, Racine Unified, West Allis-West Milwaukee, and South Milwaukee.
- May include additional training, seminars, and networking with urban educators.
- Can be part of **clinical fieldwork** or **student teaching**, depending on the program. Stipend varies between \$5500-\$7000.
- Focuses on **community engagement** and understanding systemic issues in urban education.

## Eligibility:

- Open to teacher candidates enrolled at participating UW campuses (especially UW-Milwaukee).
- May require an additional application process or seminar attendance.

# Summary of Key Differences

Feature	DPI WIP Internship	WIUE Internship
Sponsor	DPI	UW-Milwaukee/WIUE
Focus	Teacher prep in various districts	Urban education experience
Location	Varies (statewide)	Primarily Milwaukee urban schools
Paid	Yes (stipend)	Yes (stipend)
Application	DPI approved required	May require program admission/seminars
Emphasis	Mentorship + Instructional Practice	Urban equity + cultural responsiveness

# Can I apply?

- ▶ All majors can apply for an internship
- ▶ Special Education majors must receive permission to apply from the program coordinator (Barb Hilliker) before filling out the application forms
- ▶ A cumulative GPA of 3.0 is required except for secondary majors. Secondary majors must pass the appropriate PRAXIS II test for their major or have a 3.0 GPA in their major content area before you will be approved.
- ▶ Students must receive approval from your subject area coordinator on the Clearance Form.
- ▶ Students must submit one recommendation from a UWW faculty member.
- ▶ Bilingual licensure students require a second signature on the Clearance Form.

# Requirements



Requirements



# Application Material

- ▶ Internship Application Form
- ▶ Clearance Form - signed by your Program Coordinator
- ▶ Bilingual licensure students will need an additional signature
- ▶ FERPA- OCE needs this to send out your packet material to prospective districts. Line 1 should list the “Office of Clinical Experiences” as the recipient. You may also need to send a FERPA to your references only if they ask for one.
- ▶ Reference- **A UWW Faculty reference is required!** You can turn in additional references but one must be from a faculty member at UWW. Most students turn in 3-5 references.
- ▶ Resume- If you need help you can contact Career Services.

Link to material on OCE webpage: <https://www.uww.edu/coeps/offices-services/fieldex#teacherinternshipprogram%23application-materials>

# FERPA Sample

**1. I Authorize (print name of person (or office) you authorize to provide the education records information):**

Office of Clinical Experiences

**2. To Disclose the following education records (check all that apply):**

Note to Student: this form is specific only to the person or office of the person identified in #1 above.

- Class Registration, Grades, Transcript
- Details regarding student record and performance
- Details regarding field placement and performance

**3. To the following named party or class of parties (check all that apply):**

- Individual Party (print name): \_\_\_\_\_
- Prospective Employer(s)
- School Official(s) responsible for admission to educational programs
- Individual(s) responsible for scholarships, grants, etc.
- Other (specify): Internship Placement

**4. For the following reason(s) (explain):**

Internship

I am certifying that a photocopy or fax copy of this form be accepted with the same authority as the original:  Yes  No

# Internship Locations



- ▶ Posted on the DPI site: a list will be sent out to approved intern students who then can let OCE know which internship they want to apply for.
- ▶ OCE will also consider your home location you indicated on your internship application and try to solicit school districts within a 30-45 min radius.
- ▶ Internships can be throughout the state of WI; they do not need to be around the Whitewater area. OCE does not allow out-of-state internships.
- ▶ If you have relatives or friends who would allow you to live with them in different areas; this increases your chance of finding an internship.
- ▶ Not everyone will get an internship, but we will do our best to place as many students as we can.

# Interviewing



# Interviewing Tips

- ▶ Before you go: Prepare for common interview questions.
- ▶ Be on time
- ▶ Make a good impression: Greet the interviewer with a smile
- ▶ Be professional
- ▶ Communicate well- practice questions you think they may ask
- ▶ Answer questions: Explain what you can do and why you want the position
- ▶ Ask questions: How will my internship be utilized to assist in the classroom/district?
- ▶ Take notes
- ▶ Follow up with a thank you note after the interview

# How can UWW help you?

## Career Services

<https://www.uww.edu/career>



**Student &  
Alumni  
Resources**

# Student and Alumni Resources

## Appointments & Drop-Ins

Meet with a Career Advisor to help with your career-related questions

## Events

Learn about upcoming Career Fairs, professional development workshops, and networking events

## Handshake

Search for and apply to full-time jobs, internships, and part-time jobs on and off campus

## Major & Career Exploration

Resources to help you explore major options and potential career paths

## Resumes & Cover Letters

Tips and samples to help you create your resume and cover letter

## Job & Internship Search Resources

Resources and job boards to help you find jobs and internships

## Career Fair Preparation

Prepare for the Fall and Spring Hawk Career Fairs using these helpful tips

## Interview Preparation

Tips to help you prepare for your next interview

## Warhawk Success Closet

FREE professional clothing for current UWW students

## GoInGlobal

Find international opportunities and view city and country career guides.

## Graduate School Preparation

Resources to help you research and apply to graduate and professional school programs

## LinkedIn Learning

Access LinkedIn Learning's on-demand library of instructional videos to help develop professional skills and prepare for your career

# COEPS-Career Advisor



Brian Bredeson  
Associate Director and Career Advisor  
College of Education and Professional  
Services  
Winther Hall 2036  
Phone: 262.472.1499  
Email: [bredesob@uww.edu](mailto:bredesob@uww.edu)

# Internship Offer

- ▶ If you receive an offer from a school district, you can accept or decline.
- ▶ Once you accept an offer, you are considered locked in and should not continue to interview within other districts.
- ▶ It is your responsibility to notify school districts if you are cancelling an interview or accepted an internship offer.
- ▶ If you have not received an internship offer and no longer want to wait or interview, you can remove yourself from the internship list at anytime and be put back on the student teaching list.
- ▶ Your student teaching will not be affected if you remain on the internship list. All students will receive a student teaching placement who do not get an internship offer.
- ▶ OCE is constantly working with districts to help fill their teaching needs. At times internship requests may also come in at last minute.

# After you accept an internship

- ▶ You should keep in touch with your cooperating teacher for your internship and remain in contact over breaks.
- ▶ The more you prepare for your internship before you start the better for everyone.
- ▶ Be sure to check your university email regularly, as that is how we will communicate with you.
- ▶ At all times, present yourself as a professional. Remember: Your placement is a semester long interview for you.
- ▶ You will receive information from OCE on how to apply for your intern license, which cannot be done until once the district has officially posted the internship on the DPI WIP site.

How much will I be paid?



# \$ Income

- ▶ **\$4500** is what interns are paid for the semester.
- ▶ How you are paid is determined by the district-weekly, biweekly, monthly or one lump sum at the end.
- ▶ An internship is an actual contract with the host district.
- ▶ It is a great idea to participate in after school activities, such as coaching, tutoring, advising a club, etc., as long as the activities do not interfere with teaching responsibilities. These activities should be limited to your assigned school. You may take a paid position for an activity that occurs after school hours.
- ▶ Interns may not be paid for any services rendered during the school day, i.e. lunch supervisor.

# Internship FEEES

All UW-W Teacher Interns are required to pay a \$200.00 administrative fee charged to UWW by the DPI. October 1 for Fall Interns and March 1 for Spring Interns

Check or Money Order is accepted, NO CASH: **Payable to UW-Whitewater**

You can mail or drop off the check to:

COEPS-OCE  
UW-Whitewater-Winther 2003  
800 W Main St  
Whitewater WI 53190

\*Failure to pay the fee may result in not receiving a grade for student teaching and or a hold on your teaching license.

# What Schedule do I follow?



# Schedule

- ▶ You will follow the school districts schedule, which means their days off are your days off which include all holiday breaks. For example, your spring break will be when the district has their spring break. You will NOT receive a second spring break when UWW is on spring break. In most cases they breaks will be at the same time.
- ▶ If you have a planned vacation during the internship semester, which is not when your district school is off, you should not apply for an internship. You are expected to be present on all days that school is in session.
- ▶ If you become ill and are unable to report or stay at your school, contact the appropriate school personnel and your university supervisor.

# Key Points to Remember

- ▶ Interns may not serve as substitute teachers
- ▶ Interns are not eligible for unemployment compensation.
- ▶ How lesson plans are to be written will be determined by your university supervisor and/or cooperating teacher.
- ▶ If internship problems or concerns arise, speak with the following people in this order: cooperating teacher, university supervisor, principal, and teacher intern coordinator. If this is not successful then contact OCE.
- ▶ In cases where a problem situation is irreparable, the school or district administrator is responsible for making the final decision about the status of the intern.
- ▶ Interns may not leave an internship placement early to accept a teaching position. You are under contract with the school and DPI requires a minimum number of weeks for a placement for a teaching license.
- ▶ **Midterm and Final Evaluations** are required. Cooperating teachers should receive an INTASC invite to complete the WTS Student Teacher Evaluation

# Questions?

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