

# INTERNSHIPS

Wisconsin Improvement Program (WIP)

# Internship vs. Student Teaching

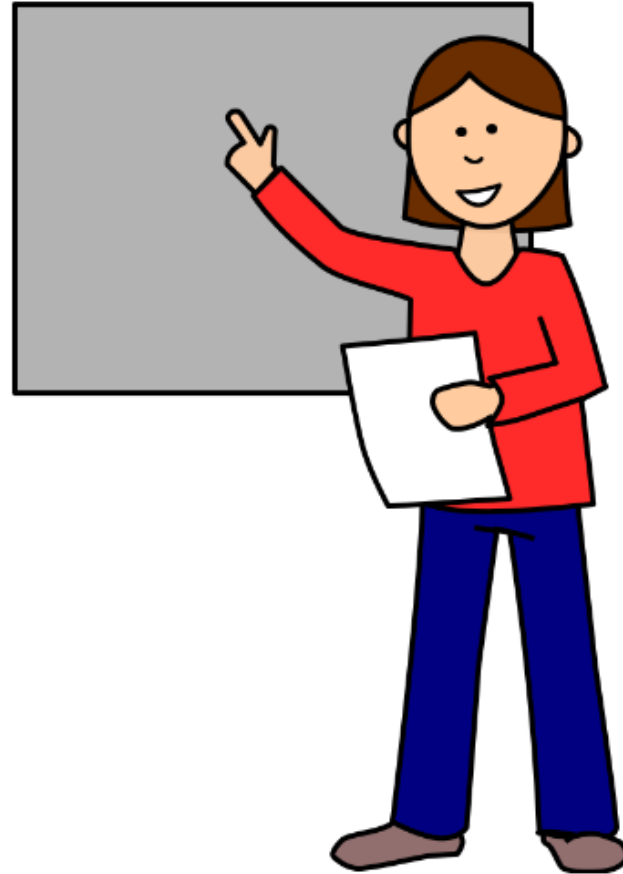
- Internship allows you to teach by yourself no more than 50% of your time where you are the teacher of record. As internships are designed to be learning experiences, interns may spend the remainder of their time planning, observing, and conferring with colleagues. Actual workload will vary by internship.
- In Student Teaching you may teach by yourself but you are not the acting as the teacher of record.
- Early Childhood Education(ECE): Will spend the other half of their day in either special education or early education depending on the internship.



# Does and Internship replace Student Teaching?

An internship will replace your student teaching your last semester.

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



# Can I apply?

- ▶ Special Education majors must receive permission to apply from the program coordinator (Barb Hilliker) before filling out the application forms
- ▶ All others can apply, but must pass the appropriate PRAXIS II test for your major or have a 3.0 GPA in your major content area before you will be approved.
- ▶ You must receive approval from your subject area coordinator on the Clearance Form.
- ▶ Bilinguals require a second signature on the Clearance Form.

# Requirements



Requirements



# Application Material

- ▶ Internship Application Form
- ▶ Clearance Form-signed by your Program Coordinator
- ▶ Bilinguals will need an additional signature
- ▶ FERPA- OCE needs this to send out your packet material to prospective districts. Line 1 should be filled out to “Office of Clinical Experiences”. You may also need to send a FERPA to your references only if they are within a school district.
- ▶ 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 look at your living location for your internship and try to solicit school districts in your area for an internship
- ▶ Internship can be throughout the state of WI, they do not need to be around the Whitewater area.
- ▶ If you have relatives, cabin, or friends who would allow you to live with them in different areas increases your chance of finding an internship.
- ▶ Not everyone will get a 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. How will my internship be utilized to assist in the classroom/district?
- ▶ 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
- ▶ 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)

# After you accept an internship

- ▶ You should keep in touch with your cooperating teacher for your internship asap and remain in contact.
- ▶ The more you prepare for you 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.

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.
- ▶ You could also receive the Rural Student Talent Grant if you are placed in a qualifying school in addition to the internship money.
- ▶ 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.
- ▶ 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. Again, you do not follow the UW-Whitewater campus schedule for breaks.
- ▶ 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 should 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.
- ▶ Internship problems/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?

Jill Gerber

Data and Special Programs Assistant

[gerberj@uww.edu](mailto:gerberj@uww.edu)

262-472-1935

Winther Hall 2003

Main Office 262-472-1123