

**English Education Program
Kennesaw State University**

I. Application for ENED 4498, Internship in Teaching English (7-12)

Name: _____ SS#: _____

Address: _____

e-mail address: **(required)** _____

Phone (H): _____ Phone (W): _____

Praxis II: Yes/No Overall GPA: _____

ENED 4498: “Student Teaching experience in English for provisionally certified teachers. Supervision will be in collaboration with a mentor-teacher in the local school and a specialist in English education. Completion of this internship will automatically substitute for ENED 4475. Proof of professional liability insurance. Student is responsible for his own school placement.”

Student will register for 12 hours of ENED 4498 for either fall and spring semesters. Student must provide documentation showing an offer of continued employment as a teacher at the school in which the internship is being completed.

School: _____

Student must complete the attached calendar/schedule and turn in with this application.

Signatures and information below is necessary before student will be allowed to register for ENED 4498. This application must be turned in by the first day of class of the semester.

Student

Date

KSU Supervising Teacher

Date

Principal

Date

Mentor Teacher

Date

Certification

1. You must register for ENED 4498 for 12 hours.
2. The term before you plan to graduate, you need to go to the Registrar's office and fill out a petition to graduate form. It will cost you \$25.00 for your diploma fee. Deadlines for each graduation vary. You must check with the Registrar's Office.
3. You must do one of the following:
 - A. Pass the Praxis I test and make sure that the Certification Officer has your scores. If you have not yet taken Praxis I please indicate when you will take it on the back of this sheet.
 - B. Be exempt from the Praxis I test by giving a copy of your SAT, ACT, or GRE scores to the Certification Officer.
 - SAT = 1,000 with at least 480 verbal AND 520 math
 - ACT = 22 composite with at least 21 English AND 22 math
 - GRE = 1030 with at least 490 verbal AND 540 quantitative
4. You must have passed either the TCT (old Georgia test) or the Praxis II test for your certification area. If you have not yet taken Praxis II please indicate when you will take it on the back of this sheet. **YOU MUST PROVIDE A COPY OF YOUR PRAXIS II SCORES TO THE CERTIFICATION OFFICER. THE COPY MUST INCLUDE THE LAST PAGE WITH THE SCORE BREAKDOWN.**
5. **Pick up an Application for Certification Package from David Baugher in the TEAC.**
6. Fill out the Request for Transcript form. Fill in the highlighted sections; your Name, SSN, Signature and Date ONLY.
7. Fill out the Application for Certification Package. Fill in the following information using **BLACK INK** and **CAPITAL LETTERS ONLY**:
 - A. All personal information on top of first page. *Please use your name and address as you want it to appear on your certificate.* Remember this will be processed in May of this year.
 - B. Fill in "First Georgia Certificate" in middle of page.
 - C. Read and honestly answer the Personal Affirmation section by filling in the appropriate "yes" or "no" circle for each of the three questions. If you answer "yes" to any of the three questions you **MUST** provide an explanation and supporting documentation. You may turn that into the Certification Officer during the semester.
 - D. Sign and date at the bottom of the page.
 - E. On page 2, fill in your Academic Record. You may list only KSU and your dates here, as the KSU transcript will show all courses accepted by KSU. Check "Transcript Attached".
 - F. Only fill in the Certification Record if you have ever been certified in another state.
 - G. You do not have to fill in the Assessment Record section unless you have been certified in another state.
 - H. Check "Fee Exempt" for the Fee Record section.
 - I. Only fill in the top three- (3) lines of Page 3. Again use **ONLY BLACK INK**.
 - J. STOP! Do not fill in anything else.
8. Return your completed packet to the Certification Officer by February 1 of the year you plan to graduate.

II. THE PROCESS

When your transcript, showing your degree, has been printed and all the above requirements met (i.e. Praxis I & II), I will send the paperwork to the Professional Standards Commission. They will take 2-3 days to process your teaching certificate and mail it to the address you put on the application. I can not process any certification without your degree being posted, meaning all coursework must be completed, and your having passed BOTH Praxis I and II. If you have any questions you may contact me, David Baugher, at my office at 770-423-6043 or stop by in KH 3018.

Requirements of a Student Teaching Intern

The following requirements are established to assist the first year teacher in completing a successful school year.

- 1) Intern must keep in close touch with the Kennesaw State University supervisor via e-mail reflections. These reflections should be received by Monday at 4:30 pm of each week. Included with these reflections should be a copy of the intern's schedule for the week, tests, quizzes, major activities, etc. If the student needs more frequent help, the intern should contact the supervisor via e-mail whenever necessary.
- 2) Intern must keep in close touch with the mentor teacher at the school. This mentor teacher should e-mail the KSU supervisor with frequent updates, at least once a month.
- 3) The KSU supervisor will make two full formal observations each semester.
- 4) There should be two additional formal observations each semester performed by either faculty and/or administration at the intern's school. These formal observations should be arranged by the mentor teacher, documented and sent to the university supervisor.
- 5) A conference at the beginning of the second semester will be conducted in order to assure that the intern is "on the right track."

KSU Intern

Date

KSU Supervisor

Date

Mentor Teacher

Date

Internship Class Calendar

School:

Name:

Mentor Teacher:

School Phone:

School Phone:

Home phone:

Home phone:

FAX:

FAX:

e-mail:

e-mail:

Please attach a map to your school or written directions:

If your schedule changes during the year, notify your supervising teacher immediately.

SCHEDULE

Period	Time	Room #	Subject		