Procedures for Graduate Applications for Internship

- Each department will identify a person (faculty or staff hereafter referred to as “department representative”) who will be responsible for determining if a student has completed or plans to complete the necessary course work to apply for internship. The department will assume responsibility for sending the name of the departmental representative to the COE Internship and COE Graduate Studies Offices. The department will also need to notify the office if the contact person is changed.

- Students who believe that they are eligible for internship will file an internship application packet with the COE Internship Office, (EDU 106 F) using guidelines and procedures established by that office, and after obtaining the appropriate signatures from the designated department representatives (see letter “a”).

- The COE Internship Office will provide to the COE Graduate Studies Office (EDU 106 N) a listing of all students who have filed applications to intern.

- The COE Internship Office will provide each department representative a complete listing of all students in the department who have filed applications to intern. After receiving the listing, the COE Graduate Studies Office will conduct a comprehensive review of each student’s file, and a checklist outlining the items that appear to be discrepancies provide to the department representative (i.e. items that appear to remain to be completed).

  Note: It is presumed that the department representative will use the COE Graduate Studies checklist as a cross-check and in conjunction with the academic departmental review.

- The COE Graduate Studies Office will determine whether or not the student has submitted the appropriate GPA and test scores to the COE Graduate Studies Office. If it is determined that the student does not have the appropriate GPA or test scores, COE Graduate Studies will notify the appropriate department representative.

- The department representative will be responsible for asking the student to provide copies of the appropriate test scores, and to discuss any items that have been identified as discrepancies.

- The department representative will provide the COE Graduate Studies Office copies of the missing scores for each student, and the documentation needed to remove any items identified as discrepant.

- If a department wishes to make an exception for a student who does not meet the criteria for internship, the department representative will complete an Exception Form. The form should be submitted to the Internship Office and the COE
Graduate Studies Office and will be reviewed by the Director of Graduate Studies and when necessary, the Associate Dean for Educator Preparation.

- Two weeks before the Internship Orientation, a final review of files will be completed by the Graduate Studies Office. The Graduate Studies Office will give the Internship Office a list of students with outstanding items.

- Upon receiving the list of students with outstanding items, the Internship Office will notify the respective department to determine if the department is to make an exception. If an exception is to be made, the department must complete the appropriate form and send it to the Internship Office with copies to the Graduate Studies Office and the Associate Dean for Educator Preparation. If an exception is not made by the department or the department fails to respond to the request, the Internship Office will remove the student from the internship.

- All communication regarding internship clearance issues, exceptions, and removal will be directed to the academic department. The academic department representative will communicate all necessary information with the student.