Secondary Education Programs
Application for Professional Teaching Year/Internship Overview
2012-2013

Teacher candidates who are eligible to begin Phase I of their professional teaching year in August 2011 should complete this application and return it with all supporting documentation to James Lindsay, Secondary Placement Specialist, by **Wednesday, January 25, 2012.**

Professional Teaching Year and Internship
The professional teaching year is the culminating experience for all UMBC teacher education programs. Teacher candidates engage in an extensive internship experience and related professional education courses. The internship consists of two phases that span a full school year, requiring a minimum of 100 days. Typically, interns complete 20 days during the Fall semester (Phase I) and 80 days during the Spring semester (Phase II). This experience takes place in a Professional Development School (PDS), which is a partnership school that works with UMBC to provide quality academic and clinical experiences for teacher candidates, and meaningful professional development experiences for teachers and faculty.

Phase I occurs in the Fall semester only: 20 full days at the placement school (one to two days per week from the start of the placement school year in August through December).
For the first segment of the internship, candidates are required to serve a minimum of 20 days at the placement school (one to two full days per week throughout the semester). This portion of the internship experience is linked to Reading in the Content Area II and your teaching methods courses. Some school systems expect interns to attend orientation events the week prior to school starting.

Phase II occurs in the Spring semester only, immediately following Phase I: 80 full days at the placement school (full-time placement in the school five days per week from the day teachers return to the placement school in January, until mid-May).
Building on your part time experience in the PDS during Phase I, Phase II of the internship is the full-time teaching experience where teacher candidates are fully engaged in the activities of planning, implementing, and evaluating learning. Phase II require an internship course and a seminar course. Please note that Phase II of the professional teaching year is a full-time commitment, requiring a minimum of 80 days at the placement school. Other commitments such as employment and additional university-based coursework are strongly discouraged given the intensive level of work involved in planning, preparing, delivering, and evaluating instruction and performance. Interns may not take any courses that interfere with their attendance at their assigned schools full-time, following the teachers’ schedule.

Eligibility for the Professional Teaching Year and Internship
Students must meet these criteria at the time of entry into Phase I of the internship:

- Pass Praxis I or one of MSDE’s approved alternative assessments by March 1, 2012
- Maintain a cumulative grade point average of at least 3.0 or higher
- Pass EDUC 410/658 Reading in the Content Area I with a “B” or better by Summer 2012
- Complete your content area courses required for secondary certification by December 2012
- Be positioned to graduate at the completion of the Phase II internship in May 2013
- Verify that you meet local school system’s qualification through a state and FBI fingerprinting background check
- Submit a tuberculosis test, administered after September 2011, with a negative result
- Have a user account on the UMBC Education Accountability System (EAS) via TK20
- Meet for advising with your academic advisor during February 2012

UMBC Secondary Education Program Application, 1
Placement Procedures
School placements for teacher candidates will be initiated once applications are completed and candidates are cleared of all internship admission requirements.

It is the goal of the UMBC teacher education program to place all candidates in a Professional Development School where there is maximum opportunity for professional growth. To ensure that each teacher candidate has a variety of field and clinical experiences, UMBC has developed PDS relationships with schools serving diverse student populations based on race/ethnicity and the percentage of students qualifying for Free and Reduced Meals.

Teacher candidates’ preference for placement will be considered along with several other factors which include:
- Establishing a cohort of candidates in each PDS
- Availability of qualified mentor teachers
- Prior clinical experiences and a teacher candidate’s need for a diverse range of clinical experiences
- Content area requirements
- Grade level preferences
- Phase I teacher candidate interview

Phase I Teacher Candidate Interview
The final component of the secondary education internship application process is participating in an interview. The overall purpose of this short interview (approximately 15 minutes) is to determine a baseline level of the teacher candidate’s understandings, attitudes and dispositions as it relates to:
1. Content understanding
2. Pedagogical understanding
3. Interpersonal/Professional skills
4. Dispositions and Attitudes toward students and student learning

The UMBC secondary program intends that these interviews will allow the program to be more pro-active in providing additional support to teacher candidates that may need it and counsel them to postpone their internship (if warranted). The UMBC Office of Field Experiences has distributed an equal number of interns to each of our associated Professional Development School’s (PDS’s). While we did try to match teacher candidates with the PDS they selected as their first choice, it should not be assumed that the interviewed teacher candidate would be placed at the PDS that they are being interviewed.

Internship applicants are NOT permitted to contact any school directly to negotiate a placement. We cannot guarantee that placements will be in line with a candidate’s preferences. Placements are only made in Baltimore City, Anne Arundel, Baltimore, and Howard counties. Candidates are obligated to accept the placement that is arranged.

Immediately before Phase I and Phase II of the internship there will be a review of the candidate’s eligibility. If this final screening reveals that the applicant has become ineligible, the teacher candidate’s placement will be cancelled. The teacher candidate will be responsible for withdrawing from courses linked with the internship. If the teacher candidate becomes aware at any time prior to the internship that he/she is likely to become ineligible, or if the teacher candidate decides not to enter the internship as scheduled, Dr. Jonathan Singer should be notified immediately.
Clearances for Working with School-Age Children

**Tuberculosis Test Clearance**
As a teacher education student, you must have your physician complete the attached tuberculosis (TB) clearance form in order to certify that you have been tested for and show no evidence of tuberculosis. The TB test must have been administered after September 1, 2011. The completed tuberculosis clearance form must be submitted with your completed program application.

**Criminal Background Check Clearance**
Once you have been informed of the location for your year-long internship, you will need to review the criminal background check procedures and fees for the local school system (LSS) to which your school belongs. You must comply with those procedures within the specified time frame articulated by the LSS, which may be prior to or during Phase 1 of your internship. In the interim, please obtain, complete, have notarized, and submit a criminal disclosure form with your completed program application. If you are aware of any involvement with the legal system that may have an adverse impact on your ability to enter Phase 2 of your internship, you may want to undergo a criminal background check immediately so that you have adequate time to resolve any issues that may surface. A review of a background check and any subsequent change in the background check may take months to complete.

**Requests for Exception**
Established certification requirements are based on academic and performance standards set by the state of Maryland, the University, its faculty, and teacher certification accrediting agencies. Any exception to established policies, requirements, and procedures must be reviewed and approved by the Department of Education. Requests for an exception must be in writing and will be reviewed by the Office of Field Experiences and Clinical Practice, and the Secondary Program.

Teacher candidates employed as full-time teachers in their content area by local schools systems or a private school, who would like to have their place of employment serve as the internship placement, need to request an exception. All alternative internship placements must be approved in advance to ensure that the experience meets all standards and fulfills the requirements of the teacher certification program. A request for placement exception application and all supporting documentation must be submitted no later than February 1, 2012.

**Name Changes**
All application material MUST show the prospective intern’s legal name. Application material includes intern application, Praxis score reports, CJIS criminal background report, and student transcript. Students whose name has been legally changed due to marriage or a court order must provide appropriate documentation of the name change. Students who use a name other than their legal name must provide documentation of the dual identities.

**Transportation**
Candidates are responsible for their own transportation to their assigned school. Please be aware that not all Professional Development Schools are conveniently located along public transportation routes.

**Placement Notification**
Candidates will be notified of their placement assignment as soon as possible. Please note that your UMBC e-mail address is the official means of communication with teacher candidates. Teacher candidates are required to regularly check their UMBC e-mail throughout the semester and summer for updates regarding their placement and assigned mentor teacher and University supervisor.

**Course Registration**
Permission to register for the related internship courses within each teacher certification program will be granted during the advising period. Submission of the Application for Teaching Internship does not constitute registration for the required program courses. Candidates should register via myUMBC after advising and during the established registration periods.
Candidate Orientation
Secondary candidates admitted to the professional teaching year MUST attend a Phase I Orientation scheduled for August 2012 before school begins at UMBC (Date TBD). Secondary candidates are advised to NOT make out-of-state travel or vacation plans from the date of the Orientation onward. Some school districts and Professional Development Schools require interns to attend in-service training and orientation days prior to the first day of classes. You must be available to attend all training and pre-service teacher days as required by your school.

Internship Handbook and Academic Calendar
Admitted candidates will receive an Internship Handbook describing in detail the policies, requirements, and expectations of the internship experience. In addition, candidates must comply with the policies, procedures, and expectations for teachers of the school system to which they are assigned, including attendance, work hours, dress code, and personal conduct. In Phase II, candidates begin their full-time internship in early January, when schools return from winter break. Interns follow the academic calendar of their assigned school system in Phase II, rather than UMBC’s calendar. Attendance and punctuality are mandatory for all daily school activities and for internship orientation and seminar meetings.

Policy on Employment during Internship
The professional teaching year places heavy responsibility and time demands on teacher candidates, far beyond what is normally experienced in a full time semester. Internship responsibilities at school or on campus are not waived or modified to accommodate the demands of outside employment. Therefore, employment during the internship is strongly discouraged. Candidates must remain at their placement for the full school day during the entirety of Phase II.

Nepotism
UMBC does not allow an internship placement in a school where a son, daughter, or sibling of the intern is a student; or where a parent, spouse, or other close relative is employed. It is the responsibility of the intern to notify their program coordinator if they are assigned in a school where these conditions exist.

Fees
The following are fees associated with the year-long internship. Please note that this information is provided to you for informational purposes and that listed fees are subject to change. Not all internship expenses are listed here, including transportation costs. Interns are responsible for all costs associated with the internship.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
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<tr>
<td>$600</td>
<td>Required internship course fee included in your tuition bill in Phase II (Spring 2013)</td>
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<tr>
<td>160</td>
<td>Praxis 2 test fee *</td>
</tr>
<tr>
<td>60</td>
<td>Criminal background check **</td>
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<tr>
<td>30</td>
<td>Tuberculosis test ***</td>
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* Praxis 2 fee vary for different content areas. Foreign language students are required to pay and take ACTFL’s Oral Interview Proficiency.
** Additional fees may apply as some school districts require different background checks.
*** Estimated co-pay. The on-campus University Health Services offers this test.
Prospective Intern Application Checklist
The following dates will help you to meet the various application deadlines.

Jan. 25, 2012
- Submit completed application, including your Intern Profile and TB test results
- Submit criminal background check form to the Criminal Justice Information Services
- Submit documentation of all completed core content area courses taken outside of UMBC

Feb. 1, 2012
Complete your pre-internship advising appointment with your academic advisor

Mar. 1, 2012
Final deadline to submit passing Praxis 1 scores

July 1, 2012
Complete the Pre-Internship TK20 Assignment, including Field Experience Reflection, Disposition Survey, and Disposition Plan. NO teacher candidates will be allowed to begin their internship if they have not completed this assignment. The Disposition Plan portion of the assignment will ask you to respond to the following prompts:

- How did the schools/communities you visited during field experiences compare to your own schools/communities both from your childhood and presently in terms of culture, diversity, class, and linguistically?

- How did your field experiences develop your understanding of the importance of being caring, knowledgeable, skilled, responsive, and thoughtful in your interactions with students, colleagues, and the community?

- How have your field experiences affected your ability to meet the needs of students from diverse backgrounds? Address the approaches you will or will not use in your own classrooms to create a climate that values diversity and fairness, and that ensures all students learn.

August, 2012
Attend MANDATORY Internship Orientation (date to be determined)

Please be aware that students who submit incomplete and/or late applications are NOT guaranteed an internship placement.
Secondary Programs’ Professional Development Schools

Meade High School
Anne Arundel County Public Schools
1100 Clark Road
Ft. Meade, MD 20755

Meade Middle School
Anne Arundel County Public Schools
1103 26th Street
Ft. Meade, MD 20755

Digital Harbor High School
Baltimore City Public Schools
1100 Covington Street
Baltimore, MD 21230

Violetville Elementary / Middle School
Baltimore City Public Schools
1207 Pine Heights Avenue
Baltimore, MD 21229

*Baltimore City College High
Baltimore City Public Schools
3220 The Alameda
Baltimore, MD 21218

*Grove Park E/MS
Baltimore City Public Schools
5545 Kennison Avenue
Baltimore, MD 21215

Baltimore Polytechnic Institute
Baltimore City Public Schools
1400 West Cold Spring Lane
Baltimore, MD 21209

Arbutus Middle School
Baltimore County Public Schools
5525 Shelbourne Rd
Arbutus, Maryland 21227

Catonsville High School
Baltimore County Public Schools
421 Bloomsbury Ave
Catonsville, MD 21228

Windsor Mill Middle School
Baltimore County Public Schools
8300 Windsor Mill Road
Baltimore, MD 21244

Mt. Hebron High School
Howard County Public Schools
9440 Route 99
Ellicott City, MD 21042

*Partner Schools
Due date: January 25, 2012

1. LEGAL Name (First, Middle, Last) ____________________________________________________
2. Nickname: ____________________________

3. Address ___________________________________________________________ City, State, ZIP __________________

4. Telephone Number (_____)_________________________ Cell Phone Number (____) ________________________

5. UMBC e-mail address ________________________________________________
6. UMBC ID: __________________________________________________________

7. Date of Birth: _________________________________
8. Gender:     Male     Female    (circle one)

9. Fall 2011 GPA: _________________
   a. [ ] Undergraduate teacher candidate: 
      UMBC major: _________________________________ # of Credits __________________
   b. [ ] Graduate teacher candidate: Please indicate the following: 
      Name and Location of undergraduate College/University: __________________________
      Major and Degree Earned: ________________________________
      Content Area: _____________________________ # of Credits __________________
      If you are a Music major, is your concentration: [ ] Band [ ] Strings [ ] Vocal
      If you are a Music, Dance or Art major, which grade level do you prefer: [ ] Elementary [ ] Middle [ ] High School

10. Please indicate your Praxis I Scores:
    Reading: ______ Writing: ______ Mathematics: ______ Total: ______________ Date of Exam: ________________

11. Do you own a car?    [ ] Yes    [ ] No
    If No, how do you plan to travel to/from your internship? ________________________________

12. Name of high school you graduated from ____________________________ County, if in Maryland ________

13. Emergency Contact: Name: ________________________ Relationship ______________________ Phone: __________________

14. Placement Preferences: Please indicate the name of the UMBC Professional Development School (see enclosed list) where you would prefer to be placed and explain why. Special circumstances should be discussed at the time of application.

    First Choice of PDS School: ____________________________ Grade: ______________
    Please explain this preference: __________________________________________
    __________________________________________

    Second Choice of PDS School: ____________________________ Grade: ______________
    Please explain this preference: __________________________________________
    __________________________________________

    Do you have any relatives attending or working at any schools in the state of Maryland, including the above placement preferences? [ ] Yes [ ] No
    If yes, please specify: __________________________________________

15. Describe any other considerations we should be aware of regarding your placement:
    __________________________________________
    __________________________________________
    __________________________________________
16. Field Experiences: Please describe your previous field experiences, including the school name and the teacher you worked with.

   a. Course Number/Semester: _______________ School/Setting: _______________ Teacher: _______________
   Description of activities and tasks performed in this placement:

   b. Course Number/Semester: _______________ School/Setting: _______________ Teacher: _______________
   Description of activities and tasks performed in this placement:

   c. Course Number/Semester: _______________ School/Setting: _______________ Teacher: _______________
   Description of activities and tasks performed in this placement:

17. Expected date of graduation: _____________________________

18. Name of academic advisor: _____________________________  Advisor’s e-mail: _____________________________

19. I certify that I have read the policies and procedures described herein and that the information I have provided on the application is complete and accurate. I agree to abide by these policies and to accept the placement assignment that is arranged. Also, I authorize UMBC’s Department of Education to release criminal background information about me, as provided by the Criminal Justice Information Services, including but not limited to a copy of my state and federal CJIS report, to appropriate personnel within a local education agency as it pertains to eligibility for an internship placement.

UMBC Teacher Candidate Signature ___________________________ Date ___________________________

Please submit completed application by **January 25, 2012**.

**Mr. James M. Lindsay, Jr.**  
Secondary Placement Specialist  
Office of Field Experiences and Clinical Practice  
UMBC Department of Education  
1000 Hilltop Circle  
Baltimore, MD 21250  
Telephone: 410-455-1644  
Email: lindsay@umbc.edu

<table>
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<tr>
<th>To be completed by the Program Coordinator.</th>
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<tbody>
<tr>
<td>Teacher candidate is eligible for placement for</td>
</tr>
<tr>
<td>Phase I in Fall 2012: YES ☐ NO ☐</td>
</tr>
<tr>
<td>Comments:</td>
</tr>
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Program Coordinator Signature ___________________________ Date ___________________________
UMBC Secondary Education
2012-2013 Teacher Candidate Profile

On a separate sheet of paper, please type your answers to the following prompts.

This is an opportunity for you to share information about yourself which we can use to find a suitable match between yourself and a prospective mentor. Your answers will be shared with prospective mentor teachers, school administrators, and appropriate university staff.

At the top of each page of your Teacher Candidate Profile, include:

- Name
- E-mail address
- Content Area
- Student Status: Graduate or Undergraduate

1. Describe your previous experiences working with children and/or students.

2. Describe your strengths and weaknesses within your content area.

3. Explain how you came to your decision to be teacher.

4. Describe the characteristics of your ideal internship experience.

5. What kind of job are you planning to pursue after you finish your studies at UMBC?

6. Please share any other information relevant to your internship.
State and FBI Criminal Background Check Process for UMBC Teacher Candidates

A full background check [state and FBI], including fingerprinting by the Criminal Justice Information System (CJIS), is required of all prospective interns. UMBC has these requirements to ensure the safety of all children/students and to continue the partnerships we have developed with PDS schools and school systems. School systems have the right to require more extensive or redundant background checks and interns are responsible to comply with the requirements of the school system in which they are placed.

Please follow these instructions:

First, review the information about CJIS’s policies for fingerprinting and background checks and complete application found at the Maryland Department of Public Safety and Correctional Services’ website - http://www.dpscs.state.md.us/publicservs/bgchecks.shtml

Second, go to the CJIS office located at:

6776 Reisterstown Road
(West side of the Reisterstown Road Plaza Mall)
Suite 102 (first floor)
Baltimore, MD 21215

For assistance, call 410-764-4501.

HOURS: Monday through Friday 8 am to 4 pm
1st and 3rd Saturdays 8 am – 4 pm

The cost is approximately $60 (subject to change) and cash is NOT an acceptable form of payment. You will need two forms of identification, such as your driver’s license, social security card or passport.

When you arrive at CJIS, please request the full background [state and FBI] check for purposes of teaching children.

Third, you MUST request that results be sent to UMBC using our agency authorization code:

0600060672

Finally, submit a copy of your receipt to confirm that you have initiated your background check and fingerprinting process. Without this receipt, we will not be able to verify that the process has been followed and you are eligible to be placed in the internship.

It takes several weeks for the results of the background check to be sent to us. Please get this process started immediately. You will only be eligible to be placed at schools when there is confirmation that you have no disqualifying criminal history.
Tuberculosis Clearance

All teacher education students must complete this form to certify that they have been tested for and show no evidence of tuberculosis.

Name: __________________________________________

Address: __________________________________________

________________________________________

City/State/Zip: __________________________________________

Phone #: __________________________________________

Test was administered on ____________________________ and reveals no evidence of tuberculosis.

Remarks:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Physician’s Name: ____________________________

Physician’s Signature: ____________________________ Date: _____________

Physician’s contact information:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The TB test should be administered after September 1, 2011.