

**Application for
Professional Teaching Year and Internship
(2007-2008)
Policies and Instructions**

Spring 2008 deadline: Friday November 2, 2007

Teacher candidates beginning Phase 1 of their professional teaching year in January 2008 should complete and return this application to the Office of Teaching Experiences. Information on the internship experience and for assistance with the application process can be obtained through the Co-Coordinators (Debbie Bell – Elementary/ECE and Nolan Houghtling – ESOL/Secondary) of the Office of Teaching Experiences. This application is for the Professional Teaching Year scheduled as follows:

Professional Teaching Year and Internship

The professional teaching year is the culminating experience for all UMBC teacher education programs. Candidates are engaged in an extensive internship experience and related professional education courses. The internship consists of two phases, called Phase 1 and Phase 2; together they span a full school year. Depending upon your area of certification, the internship will be scheduled January to December or August to May/June. This yearlong experience takes place in a Professional Development School (PDS); 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. Enclosed is a list of UMBC's PDS partners.

Phase 1: The first segment of the internship is a one full day or two half days per week (additional days may be necessary to meet the minimum 20 day requirement) placement in a PDS which is linked to specific methods courses within each of the UMBC teacher education programs. The enclosed Curriculum Overview charts indicate which courses are connected to Phase 1. Your Phase 1 School will also be your Phase 2 School.

Phase 1: Placement one full or two half days per week from January through May 2008

Phase 2: Building on your part time experience in the PDS during Phase 1, Phase 2 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 2 includes a required student teaching seminar course. The enclosed Curriculum Overview charts indicate which courses are connected to Phase 2. Please note Phase 2 of the professional teaching year is a full-time commitment. Other commitments such as employment and additional coursework are strongly discouraged given the intensive level of work involved in planning, preparing, delivering, and evaluating instruction and performance.

Phase 2: Placement five days per week from 08/18/08 (1st Day for Teachers) to completion of Phase II 80 days

Eligibility for the Professional Teaching Year and Internship

Students must meet these criteria at the time of entry into Phase I of the internship.

- Applicants must have completed their area of certification prerequisite course requirements. See enclosed Curriculum Charts for details. Your **program coordinator** must sign the *Application for Teaching Internship* to certify that all courses have been completed.
- Completion of academic program or content courses as required by your program.
- Cumulative grade point average of at least 3.0 or higher in all coursework.
- Prior admission to the UMBC Teacher Education program including passing scores on Praxis I.
- Additional requirements as determined by specific teacher education programs.
- A current tuberculosis test with a negative result on file with the UMBC Department of Education.
- Fingerprinting along with a State and FBI background check
- An active user account on the UMBC Education Accountability System (EAS).

Placement Procedures

Timely applications are given priority for placements. Teacher candidates must meet all requirements for the professional teaching year and be admitted prior to being presented to the PDS schools for placement. Placements for students who do not submit applications by the due date are not guaranteed a placement and may be advised to postpone their internship.

Once admitted to the professional teaching year, the collaborative placement process begins. It is the goal of the UMBC teacher education program to place all interns in a Professional Development School where there is maximum opportunity for professional growth. Teacher candidate's preference for placement under special circumstances will be considered along with several other factors. These include:

- Establishing a cohort of interns in each PDS
- Availability of mentor teachers
- Prior clinical experiences and a teacher candidate's need for a diverse range of clinical experiences
- Content area requirements
- Grade level preferences

Again, we can not guarantee that placements will be in line with an intern's preferences. **The teacher candidate is obligated to accept the placement that is arranged.**

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 (FARM).

Teacher candidates, employed as teachers by local schools systems, who would like to have their place of employment serve as the internship placement should contact their Program Coordinator to request permission. All alternative internship placements must be approved in advance to ensure that the experience meets all standards and fulfills the expectations of the teacher certification program.

Immediately before Phase 1 and Phase 2 of the internship there will be a review of the intern'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 the course. 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, the Director of Teaching Experiences should be notified immediately. Failure to do so is considered unprofessional as it negatively impacts both the University and the school.

Placement Notification

Admitted interns will be notified of their placement assignment by the Office of Teaching Experiences. Please note that the UMBC email address is the official means of communication with teacher candidates. Interns will be assigned a mentor teacher and a University supervisor.

Course Registration

Permission to register for the related internship courses within each teacher certification program will be granted to interns upon admission to the professional teaching year. Submission of the *Application for Teaching Internship* does not constitute registration for the required program courses. Once the Program Coordinator has signed the application form and after consultation with a program advisor, interns should register via *myUMBC* during the established registration periods.

Intern Orientation

Interns admitted to the professional teaching year should attend a mandatory Intern Orientation scheduled by Program Coordinators.

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. Employment interferes with successful performance. 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.

Internship Handbook and Academic Calendar

Admitted interns will receive an *Internship Handbook* describing in detail the policy, requirements, and expectations of the internship experience. In addition, interns 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. Interns follow the academic calendar of the school system, rather than that of UMBC. Attendance and punctuality are mandatory for all daily school activities and for all on-campus events, including intern orientation and seminar meetings.

Transportation and Fees

Interns are responsible for their own transportation and should be prepared to travel to their assigned school. There is a required fee of \$600 for registration into the internship, in addition to tuition and other University fees, one of which is the fee to complete the electronic portfolio that is required for completion of the program.

Requests for Exception

Requirements have been established based on academic and performance standards set by the University, its faculty, and teacher certification accrediting agencies. Any exceptions to established policies, requirements, and procedures must be reviewed and approved by the Chair's Advisory Council of the Department of Education. Requests for exception must be in writing and are submitted to the Program Coordinator.

UMBC Teacher Education Program Coordinators

| Program Coordinator | Certification Area | Email Address | Phone Number |
|---------------------|--------------------|--|--------------|
| Debbie Bell | Early Childhood | Debbell5@hotmail.com | 410-455-2307 |
| Barbara Bourne | Elementary | bbourn1@umbc.edu | 410-455-2308 |
| Linda Oliva | Secondary | oliva@umbc.edu | 410-455-2382 |
| John Nelson | ESOL | jnelson@umbc.edu | 410-455-2379 |

Please submit completed applications by November 2, 2007 to:

Elementary/ECE
 Debbie Bell – Coordinator of Teaching Experiences
 UMBC Department of Education
 1000 Hilltop Circle
 Baltimore, MD 21250
 debbell5@hotmail.com
 Telephone: 410-455-1466
 Fax: 410-455-1880

ESOL/Secondary
 Nolan Houghtling – Coordinator of Teaching Experiences
 UMBC Department of Education
 1000 Hilltop Circle
 Baltimore, MD 21250
 houghtli@umbc.edu
 Telephone: 410-455-1644
 Fax: 410-455-1880

Department of Education

Professional Development Schools

| | | |
|------------------------------------|---|--|
| Arbutus ES | 1300 Sulphur Spring Road. Baltimore, MD 21227 410-887-1400 | www.bcps.org |
| Arbutus MS | 5525 Shelbourne Road, Baltimore, MD 21227 410-887-1402 | www.bcps.org |
| Baybrook ES | 4301 10th St, Baltimore, MD 21225 410-396-1359 | www.bcps.k12.md.us |
| Brock Bridge ES | 405 Brock Bridge Road, Laurel, MD 20724 301-498-6280 | www.aacps.org |
| Digital Harbor HS | 1100 Covington Street, Baltimore, MD 21230 443-984-1256 | www.bcps.k12.md.us |
| Guilford ES | 7335 Oakland Mills Road Columbia, MD 21046 410-880-5930 | www.howard.k12.md.us |
| Baltimore Polytechnic Institute | 1400 West Cold Spring Lane, Baltimore, MD 21209 1100 Clark Road, Ft. Meade, MD 20755 410-674-7710 | www.bcps.k12.md.us |
| Meade HS | 1103 26th Street Ft Meade, MD 20755 410-674-2355 | www.meadesenior.org |
| Meade MS | 9440 Route 99, Ellicott City, MD 21042 410-313-2880 | www.aacps.org |
| Mt. Hebron HS | 8885 Old Frederick Rd, Ellicott City, MD 21043 410-313-2848 | www.howard.k12.md.us |
| Patapsco MS | | www.howard.k12.md.us |

Relay ES

5885 Selford Rd,
Baltimore, MD 21227
410-887-1426

www.bcps.org

Stevens Forest ES

6045 Stevens Forest Road,
Columbia, MD 21045
410-313-6900

www.howard.k12.md.us

Thunder Hill ES

9357 Mellenbrook Rd.,
Columbia, MD 21045
410-313-6922

www.howard.k12.md.us

Van Bokkelen ES

1140 Reece Road,
Severn, MD 21144
410-222-6535

www.aacps.org



AN HONORS UNIVERSITY IN MARYLAND

Department of Education

Application for Teaching Internship
2008-2009

Teacher candidates beginning Phase 1 of their professional teaching year in August 2007 should complete and return this application by November 2, 2007. This application is for the Professional Teaching Year scheduled as follows: Phase 1: Placement one or two days per week from January-May 2008 and Phase 2: Placement five days per week from the school system's "first day of school for teachers" to the completion of your Phase II 80 days.

1. Name (First, Middle, Last) 2. UMBC ID (SS#):

3. Address City, State, ZIP

4. Telephone Number () 5. UMBC E-mail Address 6. Date of Birth:

7. Check "a" or "b" as appropriate and provide the information requested:

- a. [] Undergraduate teacher candidate: UMBC major:
b. [] Graduate teacher candidate: Please indicate the following: Name and Location of College/University: Major and Degree Earned:

8. Check the area of teacher certification you are seeking:

- [] Early Childhood Education [] Elementary Education
[] English as a Second Language [] K-12 Certification in Art or Music (circle one)
[] Secondary Education: Subject Area

9. Please indicate your Praxis I Scores:

Reading: Writing: Mathematics: Total: Date of Exam:

10. Submit your Tuberculosis Test results with this application. Date of Test: Test Results: [] Positive [] Negative

11. Obtain a State and FBI background check from Criminal Justice Information System.

12. Submit your completed Personal Data Sheet.

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. We can not guarantee that placements will be in line with your preference. Special circumstances should be discussed with the Program Coordinator at the time of application. The teacher candidate is obligated to accept the placement that is arranged.

First Choice of PDS School: Grade: Subject Area(s):
Please explain this preference:

Second Choice of PDS School: Grade: Subject Area(s):
Please explain this preference:

Describe any other considerations regarding your placement:

15. Field Experiences: Please describe all previous field experiences below; include the name of the school or setting and the mentor you worked with. Also, include the activities and tasks you completed in each setting; include the corresponding course number, course title, and the semester enrolled.

a. Course/Semester: _____ School/Setting: _____ Mentor: _____
Description of activities and tasks performed in this placement: _____

b. Course/Semester: _____ School/Setting: _____ Mentor: _____
Description of activities and tasks performed in this placement: _____

c. Course/Semester: _____ School/Setting: _____ Mentor: _____
Description of activities and tasks performed in this placement: _____

d. Course/Semester: _____ School/Setting: _____ Mentor: _____
Description of activities and tasks performed in this placement: _____

16. Applicants must have completed their area of certification prerequisite course requirements and other required courses to be eligible for the internship. Please have your Program Coordinator review this completed application and sign below signifying you have completed the prerequisites for your teaching internship.

Department of Education Program Coordinator Signature

Date

Department of Education Graduate Program Director Signature

Date

17. I certify that I have read the policies and procedures described herein and that the information provided on the application is complete and accurate. I agree to abide by these policies and to accept the placement assignment that is arranged.

UMBC Teacher Candidate Signature

Date

Please submit completed applications by **November 2, 2007** to:

Elementary/ECE
Debbie Bell – Coordinator of Teaching Experiences
UMBC Department of Education
1000 Hilltop Circle
Baltimore, MD 21250
debbell5@hotmail.com
Telephone: 410-455-1466
Fax: 410-455-1880

ESOL/Secondary
Nolan Houghtling – Coordinator of Teaching Experiences
UMBC Department of Education
1000 Hilltop Circle
Baltimore, MD 21250
houghtli@umbc.edu
Telephone: 410-455-1644
Fax: 410-455-1880

THE UMBC DEPARTMENT OF EDUCATION MISSION is to research teaching and learning, and to develop caring, thoughtful, knowledgeable, and skilled teachers who are responsive to children, families and the community. We expect our graduates to be leaders in their schools as well as advocates for democracy and social justice

**UMBC Department of Education
Program Requirements Checklist**

Teacher Candidate: _____ SS# _____

Check your area of certification:

- Early Childhood Education Elementary Education English as a Second Language K-12 Certification in Art or Music (circle one)
 Secondary Education: Subject Area _____

Locate the appropriate checklist, review the list of courses, and indicate the semester you enrolled for each course and the grade earned.

| Elementary Education Program | | | |
|-------------------------------------|----------|----------|-------|
| Undergrad | Graduate | Semester | Grade |
| EDUC 310 | | | |
| EDUC 311 | EDUC 601 | | |
| EDUC 312 | EDUC 602 | | |
| EDUC 317 | EDUC 607 | | |
| EDUC 318 | EDUC 608 | | |
| EDUC 320 | EDUC 622 | | |
| EDUC 330 | EDUC 623 | | |
| EDUC 415 | EDUC 615 | | |
| EDUC 388 | EDUC 678 | | |
| Internship Phase I | | | |
| EDUC 319 | EDUC 669 | | |
| EDUC 331 | EDUC 663 | | |
| Internship Phase II | | | |
| EDUC 400 and 403 | EDUC 792 | | |

| ESOL Teacher Certification | | |
|-----------------------------------|----------|-------|
| Graduate | Semester | Grade |
| EDUC 644 | | |
| EDUC 688 | | |
| LING 694 | | |
| MLL 625/EDUC 666 | | |
| EDUC 602 | | |
| EDUC 625 | | |
| EDUC 655 | | |
| EDUC 636 | | |
| EDUC 689E | | |
| MLL 670 | | |
| EDUC 601 | | |
| EDUC 794 | | |
| Internship Phase I | | |
| EDUC 791S | | |
| Internship Phase II | | |
| EDUC 792 | | |

| Early Childhood Education Program | | | |
|--|-------------|----------|-------|
| Undergrad | Graduate | Semester | Grade |
| EDUC 350 | EDUC 654 | | |
| EDUC 351 | EDUC 601e | | |
| EDUC 352 | EDUC 601Lab | | |
| EDUC 353 | EDUC 653 | | |
| EDUC 304 | EDUC 621 | | |
| EDUC 324 | EDUC 642 | | |
| | EDUC 650 | | |
| Internship Phase I | | | |
| EDUC 305 | EDUC 656 | | |
| EDUC 319 | EDUC 669 | | |
| Internship Phase II | | | |
| EDUC 404 | EDUC 650E | | |
| EDUC 406 | EDUC 792E | | |
| EDUC 424 | EDUC 650E | | |

| Secondary Education Program | | | |
|------------------------------------|-----------------------------------|----------|-------|
| Undergrad | Graduate | Semester | Grade |
| EDUC 310 | EDUC 791 | | |
| EDUC 311 | EDUC 601 | | |
| EDUC 312 | EDUC 602 | | |
| EDUC 410 | EDUC 658 | | |
| EDUC 388 | EDUC 678 | | |
| | EDUC 650 | | |
| Content Area Courses | | | |
| Internship Phase I | | | |
| EDUC 322, 315, 332, 333, 335, 309 | EDUC 622, 632, 629, 664, 627, 690 | | |
| EDUC 411 | EDUC 659 | | |
| Internship Phase II | | | |
| EDUC 401 | EDUC 792Q | | |
| EDUC 408 | EDUC 797 | | |



AN HONORS UNIVERSITY IN MARYLAND

Department of Education

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 and Date: _____

Physician's Contact Information, including address and phone number:

Please return this form to:

UMBC Department of Education
1000 Hilltop Circle
Baltimore, MD 21250
410-455-2456

Personal Data Sheet for Prospective Intern

Please take the necessary time to thoughtfully answer the following questions as your response will be shared with mentor teachers. You can either answer these questions on this form, or attach a printed copy of your answers.

1. What is the area of teaching in which you have the most confidence?
2. What is the area of teaching in which you have the least confidence?
3. What is the most important thing about yourself that you would like us to know?
4. What are your thoughts that come to mind when you think about beginning this internship experience?
5. Discuss what experience you have had, if any, managing a group of children.
6. Please explain how you came to your decision to teach.
7. What kind of job are you planning to pursue after you finish your studies at UMBC?

State and FBI Criminal Background Check Process for UMBC Interns

A Criminal Background Check, including fingerprinting by the Criminal Justice Information System (CJIS), is required by school systems where we seek your placements. UMBC complies with these requirements to ensure the safety of all of our children and to continue the partnerships we have developed with PDS schools and school systems.

First, you will need to secure information, complete applications, and submit to the CJIS. That information is available at the CJIS website shown here:

www.dpscs.state.md.us

Second, you will have to 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 8:00 AM to 4:00 PM;
1st and 3rd Saturdays 8-4.

The cost is approximately \$62.00. (NO CASH) and you will need two forms of identification, such as your driver's license and a social security card or passport.

Finally, you MUST request results be sent to UMBC using the authorization code (# 0600060672). Without this request and authorization we will not be able to verify that the process has been followed and you are eligible to be placed in the internship.

Thank you for your attention to this. Please get this started 8-10 weeks before your placement begins because the process can take that long to complete. The schools will not allow you in the building without the results being in hand at UMBC.