

CHECKLIST: STUDENT TEACHING/PRACTICUM/INTERNSHIP EXPERIENCES

LOCAL AREA MILWAUKEE ABROAD INTERN POOL

Legal Name _____ UW-L ID # _____
(Please print) (Required)

Major _____ Minor _____

Major _____ Minor _____

Please only use a paper clip to keep your application packet together; do not staple any papers. Thank you!

(BELOW SECTION TO BE CHECKED OFF ONLY BY IN-TAKE PERSON ON APPLICATION DAY)*

Student Teaching/Practicum Application Checklist

- ___ **Picture of Self**
- ___ **Student Teaching/Internship/Practicum Agreement** – Read and understand this fully, then sign.
- ___ **Consent for Release of Information**
- ___ **Student Teaching Application** (TWO copies)
- ___ **Additional Application** (TWO copies) – Required only for *PETE*, for *Early Childhood* minors preparing to complete their PK/K fieldwork, and for *Special Education* majors/minors preparing for their SPE fieldwork.
- ___ **Resume** (TWO copies)
- ___ **Student-issued Transcript** (TWO copies, if also applying for the Intern Pool)
- ___ **Extracurricular Activity Letter of Request** – Required by students desiring involvement in extra-curricular activities while student teaching, asking Director’s permission prior to accepting the responsibility
- ___ **Official documentation of Hepatitis B immunization** – Obtain record from physician or clinic, Student Health Center, or on the Wisconsin Immunization Registry website at www.dhfs.wis.org/
- ___ **Questionnaire** – Required for admission to student teaching/interning or practicum programs
- ___ **Criminal Background Check Release** – All student teacher/practicum/intern candidates must pass a national criminal background check.
- ___ **Credit Check Form** – The Assistant to the Dean will verify that you meet program and degree requirements to student teach (and fulfill licensure requirements). *You must record all majors and minors you want to certify.* Please know and understand your program and degree requirements, which need to be fulfilled in order to be eligible to participate in a student teaching/practicum/internship experience.

Intern Pool Checklist (In addition to the above items, intern applicants must also submit the following items. The due dates are **September 15** for a spring internship and **February 15** for a fall internship.)

___ **Intern Application** (TWO copies) ___ **Three Separate Letters of Recommendation**

Please note: Student teaching placements are made for all candidates. If a candidate is hired for an internship position and our office receives official notification, we will cancel the student teaching placements.

Remaining To-Do Checklist

- ___ **\$100 Registration Deposit** – This must be paid by **mid-April for fall** placements, and by **mid-October for spring** placements.
- ___ **Official documentation of negative TB test** – The TB test is required within 90 days of your student teaching experience beginning date, and documentation is submitted to the Office of Field Experience. (*Fall* student teachers must do this in July and turn in the documentation by the first Friday of August. *Spring* student teachers must do this in December and turn in the documentation by the first Friday of January.)
- ___ **Complete the online Criminal Background Check** – *Fall* semester student teachers must complete this only in July. *Spring* semester student teachers must complete this only in December. The online criminal background check fee is \$24 or more. (Instructions are on the Office of Field Experience website at www.uwlax.edu/soe/field and found within the “Policies” page.)

*** Candidates should retain one copy of this checklist for future reference.**