

QUALIFYING FOR THE INTERNSHIP

1. WHEN ARE APPLICATIONS FOR THE INTERNSHIP AVAILABLE?

Applications for the upcoming semester will be distributed early in the current semester at the "First Step" meetings. These meetings will be advertised by posters displayed in the College of Education and on our website.

2. WHEN ARE APPLICATIONS FOR THE INTERNSHIP DUE?

Most students will submit their applications at the First Step meeting. Applications for FALL internships are DUE ON OR BEFORE THE LAST FRIDAY IN FEBRUARY BY 5:00P.M. of the preceding spring semester. Applications for SPRING internships are DUE ON OR BEFORE THE LAST FRIDAY IN SEPTEMBER BY 5:00P.M. of the preceding fall semester. Applications will be turned into the intern office.

Turn in completed application and other supporting documents as required by the deadlines. Students with incomplete applications or missing documents will not be allowed to intern.

3. MUST ALL COURSEWORK BE COMPLETED IN ORDER TO QUALIFY FOR THE INTERNSHIP?

Yes. ALL required coursework must be successfully completed and verified by the Advisement Center or Department prior to the beginning of the internship.

4. WHAT HAPPENS IF ANY OF THE REQUIREMENTS ARE MISSING ON THE BEGINNING DATE OF THE INTERNSHIP?

You will be pulled from your assignment and your internship will be postponed until the next semester and all requirements are met.

5. ARE THERE ANY GRADE POINT AVERAGE REQUIREMENTS NECESSARY TO QUALIFY FOR THE INTERNSHIP?

Yes. Please refer to your Department program manual.

EDS – dual, special education, early childhood

CTL – elementary & secondary

6. WHAT OTHER REQUIREMENTS MUST BE MET?

You must hold a valid Nevada substitute teacher's license. A photocopy of the license must be submitted with your application prior to student teaching.

Interns outside of Nevada may be required to hold a valid substitute license in that state or complete a background check with their school district or a valid NV sub-license.

You must have a professional liability coverage to Intern. Obtain professional liability through homeowners or renters insurance or by joining the NSEA or CEC. Provide documentation of coverage BEFORE your internship begins!

The PRAXIS (Pre-Professional Skills Test) or appropriate substitution for graduate students must be taken and passed prior to the internship. The PRAXIS II must be taken and passed prior to the Notice of Completion is sent to the NV Dept. of Ed.

Appropriate coursework or successfully passing tests in Nevada School Law, Nevada Constitution, and U.S. Constitution is also required for licensure in Nevada. (Note: undergraduates must complete the coursework; they may not test out of these three requirements.)

7. HOW DO I KNOW WHICH PRAXIS TESTS TO TAKE?

Booklets available in the Student Advisement Center provide information about the PRAXIS tests required for Nevada licensure, test administration dates, and registration procedures.

Please note the appropriate PRAXIS II tests are required prior to the Notice of Completion being sent to the NV Dept. of Ed. See "Nevada" in the Praxis Bulletin for a list of tests.

If you are taking the Praxis II exams prior to internship, stop by the OFX and check out the Praxis II seminar on disc. If you are taking the Praxis II during internship, your supervisor will have a copy of the seminar on disc.

8. WHAT COURSEWORK COVERS NEVADA SCHOOL LAW, THE NEVADA CONSTITUTION, AND THE U.S. CONSTITUTION?

Core curriculum students meet the U.S. and Nevada Constitution requirements through Western Traditions (WT) 203.

For non-core students, Political Science (PSC) 101/3 meets the U.S. Constitution requirement. PSC 100 (offered only through correspondence) meets the requirement for Nevada Constitution. HIST 217 also meets the requirements for Nevada Constitution.

The following Educational Leadership (EL) courses are approved by the College of Education to meet the Nevada school law requirements:

- EL 101, Educational Experience I, any section, 3 credits
- EL 401, Law & Ethics for Educators
- EL 498, Educational Leadership in Contemporary Society
- EL 735, Law of Public Education I, 3 credits
- EL 740, Law of Public Education II, 3 credits
- EL 791, Special Topics: Nevada School Law for Teachers, 1-3 credits
- EL735 covers NV School Law and NV Constitution

9. IS THERE ANOTHER WAY TO MEET THE NEVADA SCHOOL LAW, U.S. CONSTITUTION, AND NEVADA CONSTITUTION REQUIREMENTS FOR LICENSURE BESIDES TAKING COURSEWORK?

Yes. However, this option exists only for master's degree first-time licensure students or grad specials, NOT for undergraduates. The College of Education's Department of Educational Leadership periodically administers tests in Nevada School Law, Nevada Constitution, and U.S. Constitution. Please call Educational Leadership, 784-6518, for more information.

10. WHAT HAPPENS IF I HAVE TO POSTPONE MY INTERNSHIP AFTER I HAVE ALREADY MADE APPLICATION?

Students who postpone their student teaching internships after making application MUST notify in writing to the Director of Field Experiences as soon as possible.

The applicant's file will be placed in "postponed status" for one semester.

On or before the next application due date (the last Friday in February or the last Friday in September as the case may be), the applicant must submit a letter (or email) to the Director of Field Experiences. In the letter (or email), the intern must state the intent to intern during the coming semester and request reactivation of the postponed internship application.

If the internship is postponed for more than one semester, a new application must be completed and submitted on or before the application deadline for the semester in which the student plans to do the internship. You should consult the UNR General catalog regarding the policies for "Returning Students" and your Department Advisement Manual.