

Questions and Answers

WHEN ARE APPLICATIONS FOR THE INTERNSHIP AVAILABLE?

Applications for the upcoming semester will be available online at the Office of Clinical Experiences website.

WHEN ARE APPLICATIONS FOR THE INTERNSHIP DUE?

Applications for FALL internships are DUE ON OR BEFORE THE LAST FRIDAY IN MARCH. Applications for SPRING internships are DUE ON OR BEFORE THE LAST FRIDAY IN OCTOBER.

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. This will automatically be done when the internship application is submitted.

WHAT HAPPENS IF ANY OF THE REQUIREMENTS ARE MISSING WHEN INTERNSHIP BEGIN?

If possible, you will have a delayed start date until all requirements are met.

ARE THERE ANY GRADE POINT AVERAGE (GPA) REQUIREMENTS NECESSARY TO QUALIFY FOR THE INTERNSHIP?

Yes. Please consult with your advisor or your program manual for the GPA requirements.

WHAT OTHER REQUIREMENTS MUST BE MET?

You must comply with any requirements from the College of Education as well as in the school district in which you will intern.

Once you have filled out your internship application online, it is evaluated for any program deficiencies by the Office of Clinical Experiences and your advisor. Deficiencies usually include courses in which the student is currently enrolled, and for which final grades must be received.

For UNR, a Nevada substitute teacher's license is required. Other school districts may require that you have a substitute license for the state in which you are interning.

You must have professional liability coverage during internship. You may obtain professional liability through homeowners or renters insurance or by joining the NSEA or CEC.

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HOW DO I KNOW WHICH PRAXIS TESTS TO TAKE?

It is recommended that you take the Praxis II tests prior to or at the beginning of the internship. This is a Nevada licensure requirement and a NCLB requirement by school districts. There are study materials in the LRC. For more information and registration, go to [ETS.org](https://ets.org) and select "Nevada." Or check with your advisor. The Clinical Experiences office does not advise on which tests to take.

If you do not plan to get a Nevada license, contact the Department of Education for the State in which you will be licensed to determine testing requirements. Do not assume they use the Praxis tests.

Placement for the Internship

MAY I REQUEST MY OWN PLACEMENT?

Yes. You may request a geographic location, a school, and/or a teacher. Placement protocol dictates that you do **not** contact school personnel but rather leave that up to the Office of Clinical Experiences.

WHAT SHOULD I DO IF A TEACHER OR PRINCIPAL APPROACHES ME ABOUT INTERNING IN THAT SCHOOL?

Just indicate this request on your application.

WHAT HAPPENS IF A PLACEMENT IN MY MAJOR IS NOT AVAILABLE FOR ME?

Every effort will be made to place applicants in geographically convenient locations. However, there may not be lead teachers available in specific subject areas. Large numbers of interns in a specific subject area may also create placement difficulties. No intern is guaranteed a placement in a specific geographic location, or for any given semester.

MAY I INTERN AT THE SCHOOL WHERE MY CHILDREN ATTEND OR WHERE A RELATIVE WORKS?

Maybe. The internship is a stressful and challenging time at best, and it is to the intern's advantage to go into a situation where fresh and new contacts can be made and networking capabilities expanded. Approvals from the principal and lead teacher are required. Also the internship application has a space for the intern to indicate such information. Failure to disclose accurate information is cause for ineligibility for the internship.

MAY I DO MY INTERNSHIP AT A PAROCHIAL OR PRIVATE SCHOOL?

As a College of Education at a land grant university, our role is to prepare teacher candidates for public education settings. All internship placements are at public schools, public charter schools or private schools (depending on their similarity to public schools).

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No, you may not intern at a parochial or private school.

MAY I INTERN IN MY MINOR?

Maybe. It is possible to intern for a class period or two in the minor if: the intern has taken a methods course in the minor content area; the school schedule is compatible; and it is approved by the school administrator and Director of Clinical Experiences. Otherwise interns are expected to student teach in their majors.

WHAT FACTORS ARE TAKEN INTO CONSIDERATION WHEN INTERNS ARE PLACED?

Factors used to determine intern placements include, but are not limited to:

- The desire of the principal and/or district to host interns in general or host a specific intern.
- Principals and/or districts use annual evaluations to screen potential lead teachers and interns who were employed there
- School foci, climate or changes that are conducive to them hosting an intern.
- Principals and/or districts screen potential intern
- Availability of a placement in the intern's teaching area
- Approval of principal for specific lead teacher to have an intern
- UNR faculty input regarding intern placement recommendations
- Intern's specific placement request
- Ability to cluster interns at the same school or vicinity for peer support & supervision
- Diversity of intern's prior field experiences
- When applicable, satisfactory evaluations of the lead teacher by former interns & university supervisors

LEAD TEACHER QUALIFICATIONS

Valid teaching licenses for the level and/or content areas in which they teach; 3 years teaching experience with 1 year in current assignment; strong knowledge of content, instructional strategies, & assessments including making data based decisions; high expectations for learning & achievement, student engagement & classroom management skills; organizational skills; high level question & discussion techniques, & experience using the co-Teaching Model; the desire to have an intern; & highly recommended by their school principal as an excellent role model and effective mentor.

WHAT IS AN EFFECTIVE MENTOR?

The quality of the internship experience depends on the mentorship of the lead teacher. Effective mentors engage in collegial conversations that foster the intern's professional growth and development. Mentor-teacher training is a plus.

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MAY I DO MY INTERNSHIP AT MY OLD HIGH SCHOOL, OR WHERE WAS EMPLOYED?

Possibly. Each intern is strongly encouraged to view the internship as a time for challenges and growth. Schools and some staff from which the student graduated, or worked are familiar. The internship is a time to step outside of one's "comfort zone" and to gain the richest new and different experience possible while still under the guidance and tutelage of a lead teacher and supervisor. It is also a time to expand networking capabilities through contact with new people and schools rather than maintaining existing contacts and situations. The principal's approval in writing is required.

IS IT POSSIBLE TO INTERN OUTSIDE OF THE WASHOE COUNTY SCHOOL DISTRICT?

Yes. The College of Education supports placements in other counties in Nevada, and if you are in the COST program, other countries. One of the ways to help rural districts build strong teaching staff is to place interns in their schools. However, requests to intern out of area are not automatically approved. Taken into consideration are faculty input, advisor approval, performance in practicum courses, and a 3.0 grade point average. A suitable placement and lead teacher must be available, as well as an appropriate person to serve as the supervisor. It is incumbent upon the intern to arrange their out of area placement and obtain pre-approvals from the principal and the lead teacher. The Director of Clinical Experiences will obtain school district approval and you will be notified if the school district has additional requirements to intern in their schools. If a placement in another country is desired (COST program), you must make arrangements thru COE's consortium. Contact Dr. Mahon at jmahon@unr.edu

IS IT POSSIBLE TO DO MY INTERNSHIP DURING THE SUMMER?

It depends on the geographic location and if they have year-round schools. These placements are considered Fall placements with at least ½ of the internship occurring during the fall semester. Student teachers register for Fall internship and your internship grade will be posted at the end of the Fall semester. Spring internships may finish at the end of the public school year and that may be different than the UNR spring semester.

WHEN WILL I BE NOTIFIED ABOUT MY PLACEMENT?

Effort is made to have all placements finalized and notification emailed to you by the end of the semester during which the application is made. The placement process is as follows:

- The Office of Clinical Experiences contacts the school administrator requesting a placement. The process of arranging a placement can take the entire semester. To substantially speed up this process and most likely get the placement desired, interns are encouraged to make placement requests and obtain pre-approval from the lead teacher and school administrator.
- When your placement has been made, you will be emailed by the Office of Clinical Experiences.

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- If there will be a delay in finalizing placements, the Office of Clinical Experiences will contact you.

IS THERE ANYTHING I SHOULD DO WHEN I GET MY NOTIFICATION OF PLACEMENT?

- Upon receipt of the notification, you must meet your lead teacher. That means a face-to-face meeting.

The Internship

HOW MANY CREDITS ARE REQUIRED FOR MY INTERNSHIP SEMESTER?

Please see our website under “How to Apply” page.

IF I AM, OR HAVE BEEN, A SUBSTITUTE TEACHER OR TEACHER'S AIDE, CAN I GET STUDENT TEACHING INTERNSHIP CREDIT FOR THESE EXPERIENCES?

No. The internship is a specially designed field experience requiring a high level of mentorship by a lead teacher and supervisor. Some interns who have substituted extensively or worked as a teacher's aide find the internship easier.

WHEN DO INTERNSHIPS BEGIN?

Fall internships begin two working days before the first day of school for students in the school which you are interning. Spring internships, except duals, start the Monday after News Year.

- Some interns may start internship earlier or later than others depending on school schedules and personal situations.
- For integrated elementary and special education either placement may be first depending on school schedules and requests. In the Spring semester, these interns will start the first school day after New Year.

HOW LONG ARE THE INTERNSHIPS?

The internship for students in integrated elementary, elementary, secondary, early childhood or special education is 14-weeks. Duals will complete a 9-week elementary internship and a 9-week special education internship. Art and music interns will complete a 14-week placement with experiences in two settings: elementary, middle and high school.

IS IT POSSIBLE TO INTERN PART-TIME OVER TWO SEMESTERS?

Yes. The circumstance must be discussed with and approved by the Director of Clinical Experiences.

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MAY I WORK OR TAKE CLASSES DURING THE INTERNSHIP?

Yes. However, the internship should be the primary commitment of the intern. Taking courses and/or working while interning are discouraged but the Office of Clinical Experiences understands it may be necessary. The intern will inform the Lead teacher and Supervisor of their class or work schedule.

ARE THERE ANY SEMINARS OR CLASSES THAT MUST BE TAKEN DURING INTERNSHIP?

Yes. They are on WebCampus and are included in the internship credits. Two weeks before internship, you will be given access to WebCampus. WebCampus makes it possible for all interns, regardless of location, to complete this requirement.

WHAT HAPPENS IF I BEGIN MY INTERNSHIP AND THEN CAN'T FINISH IT FOR WHATEVER REASON?

It depends on the individual circumstances. The intern may withdraw in accordance with the University of Nevada, Reno's catalog and schedule. Incompletes will be considered for highly unusual circumstances only and a student would need to discuss this with the Director of Clinical Experiences. An incomplete will default to an unsatisfactory. So it is imperative the intern be able to finish internship during the next regular semester. In rare situations, a grade of "unsatisfactory" may be given if an intern is unable to complete the internship.