

University of Montana Special Education Internship Application Intern Application

*This application is for **licensed teachers currently working as special education teachers** who wish to add a special education endorsement to their current license.*

Student Teaching Application Deadlines:

When	Location	Application Due*
Autumn Semester	Missoula area or other locations in Montana	February 10
Spring Semester	Missoula area or other locations in Montana	September 5

*If the date falls on a weekend or UM holiday, applications are due the next UM business day.

Specific Special Education Requirements

Students must be fully admitted to the Special Education Program and have an approved program plan on file in the Department of Teaching and Learning office.

All special education coursework must be completed, including any incomplete grades, prior to the student teaching semester. A minimum grade of a B is required for all special education coursework.

Overview and General Information

Download and read the Special Education Internship Handbook. The Handbook is available online. The Handbook contains documents required for this application, including the Student Agreement Form and Transcript Request Form.

Your special education advisor, the Field Experiences Office, and the Licensure Office will review your application. When you submit your special education internship application, you will sign up for an interview with the Director of Field Experiences. Individuals more than 35 miles from Missoula may choose to schedule a phone interview.

Registration materials will be emailed during priority registration – early November for Spring Semester and late April for Autumn Semester. If you must cancel or defer your internship, it is your responsibility to notify the Director of Field Experiences immediately.

Application Form Information

Once you fill in the form electronically (hand written forms will not be accepted), print it out and read and sign the first page.

Schedule an appointment with your special education advisor so he or she can review the course requirements page and sign the application form.

Transcripts: You will need to order an unofficial transcript from Teacher Education Services. The order form is found in the *Special Education Student Teaching/Internship Handbook*. One week processing time is required. Transcripts will be released solely to the student to which it belongs. Students must show ID at time of pick up. If you are not in the Missoula area please note this on the transcript request form and Field Experience staff will file on your behalf. Cyberbear transcripts are not acceptable substitutes as they take multiple pages and are difficult to read.

Internship Application Checklist

- _____ Application Form (signed by you)
- _____ Student Agreement Form
- _____ Special Education requirements form signed by your special education advisor
- _____ Transcripts – unofficial from Teacher Education Services

Special Education Intern Application Form

Name	
Student ID	
Home Phone	
Work Phone	
UM Email Address	
Alternative Email Address	
Home Address	
List Endorsement Area(s) on Current Teaching License	
Special Education Advisor	

Are you currently enrolled in the OPI Special Education Endorsement Project?

Yes ☐ No ☐

Current Employment Information

School District	
School District Phone	
Potential Mentor Name*	
Mentor Phone	
Mentor Email	

I understand that the Field Experiences Office and Licensure Office have the right to verify information on this application.

Applicant Signature _____ Date _____

* Mentor Teacher Requirements for Special Education Internship

Students completing a Special Education Endorsement Internship are responsible for identifying a mentor teacher. The mentor is responsible for day-to-day technical assistance (e.g., providing counsel, support, and resources) with the endorsement candidate. Mentors receive a monetary stipend or 2 Graduate Credits for fulfillment of this role.

For continuing employment purposes, mentors are not responsible for evaluation of the endorsement candidate. The student teaching evaluation will be completed by the University Supervisor who is assigned by the Director of Field Experiences.

Mentors must meet the following requirements:

- Employed in a special education position and/or have a special education background.
- Work within the same district or cooperative as the endorsement candidate.
- Agree to the commitment of time necessary to mentor the endorsement candidate.
- Submit a log of their observation/consultation time at the end of the semester.

Special Education Student Teaching Application Course Requirements Form

Name		Student ID	
Special Education Advisor		Cumulative GPA	Undergrad Graduate
Special Education GPA			

Course Titles	Cr.	Term	Grade	Approved Substitute	Institution	Credits	Grade
EDU 438 Literacy Assess, Diagnosis & Instruction	3						
EDSP 401 Intro to Early Intervention OR EDSP 403 Curric/Mthds Early Special Education	3						
EDSP 405 Assess of Students with Except	3						
EDSP 426/526 Intro to Transition and Community Supports	3						
EDSP 454 Adv Academic Interventions	3						
EDSP 456/556 Intro to Mthds Low Incidence Disabilities	3						
EDSP 461 Positive Behavior Supports	3						
EDSP 462 Spec Ed Law, Policy, Practice	3						
EDSP 495 Student Teaching: Special Education Note: Initial licensure candidates complete a 10-credit practicum. Currently licensed teachers complete a 6-credit practicum.	6-10						
Total Credits	30-34						

Special Education Advisor Signature

Date

Minor GPA