

Office of Field Experiences

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Internships

All secondary internships are a **semester** in length and require students to teach under the direct supervision of a certified teacher in a school setting. While sequences of activities differ within different placements, generally speaking, interns spend time early in the semester becoming acclimated to the school, students and affiliated clinical faculty (cooperating teacher), begin teaching by assuming responsibility for one class per day for a period of time and gradually work toward assuming responsibility for teaching four to five classes per day for the final eight to ten weeks of the semester.

The semester internship spans two academic quarters. Students must successfully complete the entire semester to receive credit for the internship and recommendation for certification.

Teaching internships will begin upon completion of all certification coursework and upon a recommendation of the secondary faculty. The secondary faculty review the list of interns for the forthcoming semester internship and review the portfolios of any students whom they feel may not be fully prepared to student teach.

Recommendation by the secondary faculty is based on an evaluation of the student's competence in the following:

- written communication
- verbal communication
- presentation skills
- working with students from racial and ethnic populations other than his/her own, and with special needs students
- academic major requirements
- student's portfolio

Should the faculty question the readiness of the student for the internship, a conference with a faculty review committee will be arranged at which time faculty concerns will be presented to the student. The student will have the opportunity to defend the materials viewed by the faculty and bring forth any supporting evidence. Following the conference the faculty will make one of the following decisions: (1) approval to begin the internship, (2) develop a plan for monitoring specific behaviors during the internship, (3) develop a plan for remediation delaying the internship, or (4) drop the student from the program.

APPLICATION FOR INTERNSHIP

The Office of Field Experiences is a program support area of the College of Education which seeks placements for prospective interns. It does not guarantee placements in the quarter for which the request is made. Placement is contingent on:

- Fulfillment of all requirements (satisfactory academic work, education program course work, and practica)
- Submission of scores on the WEST-E Praxis tests in their endorsement areas
- Availability of placements and supervision in specific subjects, grade levels, and specific geographic area
- Acceptance by K-12 school personnel
- Fingerprint clearance through the end of internship

Students are required to interview with the certified teacher and/or school administrator at the school where the placement is being considered. A maximum of three interviews for an internship placement are arranged by OFE. Any subsequent placement after a voluntary or non-voluntary withdrawal from an internship is granted only by faculty recommendation following a case conference.

Time commitment to the internship requires seven clock hours daily Monday through Friday plus preparation time, seminars, and responsibilities outside the school. Students should not register for other course work, hold jobs, or obligate themselves to time-demanding commitments without the approval of the department chair and OFE.

Students must submit an application for an internship placement to the Office of Field Experiences by the following dates: January 15 for Fall/ Winter internships and April 15 for Winter/Spring internships of the year prior to registering for the course. Global student teaching opportunities are available. Contact the Office of Field Experiences for additional information. All out-of-area or special placement request require a petition. Applications, placement locations, petitions, and other information are available in the Office of Field Experiences in Miller Hall 206.

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