



Department of Teaching & Learning Special Education

CRITERIA FOR **ON-THE-JOB** INTERNSHIPS IN SPECIAL EDUCATION

Statement of Policy

Graduate students may enroll in SPED 586, 587, and/or 588 Internship(s) in Special Education while employed in a paid position if they meet all of the criteria below. It is the responsibility of the student to provide a written plan documenting that the following criteria have been met by **November 1** for a spring semester internship and **May 1** for a summer or fall semester internship.

Five documents must be submitted for initial approval:

1. A written statement from the student describing how the hours will be met, how many students will be involved, in what kind of setting, and who the mentor/master teacher will be;
2. A letter or memo from the building principal in support of the on-the-job internship and the mentor/master teacher.
3. A letter or memo from the special education director or coordinator in support of the internship and the mentor teacher;
4. Copies of all transcripts (can be unofficial ones)
5. Special Education Field Experience Request Form (found on special education advising blackboard site or special education website).

Should a distant student prefer to do a traditional (non-paid) SPED Internship, the student is responsible to identify a site, as well as a mentor teacher to supervise their experience. The placement and the mentor teacher must be approved by the special education program area by **May 1** for summer and fall internships and by **November 1** for spring internships. Written performance requirements and internship guidelines are available on the Special Education Advising Blackboard site, as well as on the Special Education Website. Required written assignments will be handed in and graded by the University supervisor. The University supervisor, in consultation with the mentor teacher, will award a letter grade for the internship.

Note: There are limited placements available for internships for summer, and the availability of such placements will be subject to review by the special education faculty.

If any of the criteria are not met, the on-the-job internship will not approved.

Criteria

1. Read the *Local Internship Guidelines* or *Distant Internship Guidelines*, whichever one applies to you, to become knowledgeable about the internship guidelines and expectations.

2. The internship must involve a master/mentor teacher. In this context, a master teacher is described as one with at least two years experience and a credential in the category of students for the particular internship and who is highly recommended by the building principal and the special education director or coordinator. This person, to be called the "mentor teacher," may not be the University supervisor of the internship. Documentation must be provided indicating administrative support of the mentor, who this person will be, and how he/she will be released to mentor the intern.
3. A student seeking certification in an area other than the one in which he/she currently teaches, must be able to obtain release time from their usual position to serve students of the disability category of the internship. Documentation must be provided as to how release time will be obtained and who will mentor the internship and how the mentor/master teacher will be released to provide supervision.
4. The written plan submitted by the student must describe how the required hours will be met and how many students the intern will oversee. A minimum of two students should be on the intern's caseload in the disability category of the internship. Each semester credit earned translates to 60 clock hours of **student contact time**. Time spent consulting with teachers and parents, conducting assessments, completing paperwork, and participating in meetings and any other non-student instructional time contact is above the 60 hours per credit.
5. Recommendation for approval of an on-the-job internship must be made by agreement of the special education program area faculty at UND. To obtain this approval, the student should submit all written documentation by semester deadline to their academic advisor at the *University of North Dakota, 231 Centennial Dr. Stop 7189, Grand Forks, ND 58202-7189 / phone: 777-3247*.
6. The majority (75% of coursework) must be completed prior to the semester of the internship with 50% of this coursework completed at UND. Advanced methods courses in the appropriate disability category must be taken at UND and either (a) taken in advance or (b) concurrently with the internship. This includes the advanced assessment course. A transcript of completed courses must be provided to verify these criteria.

Requirements/Grading

Written/performance requirements and internship guidelines are available on the Special Education Advising Blackboard site. Required written assignments will be handed into and graded by the University supervisor. The University supervisor in consultation with the mentor teacher will award a letter grade for the internship.

Note: Students enrolled in special projects and partnerships between the University and a school district may be approved by criteria other than that stated above (e.g., Resident Teacher).