

**ARKANSAS STATE UNIVERSITY  
PRE-TEACHER INTERN CHECK FORM  
Secondary 7-12 and K-12 Programs**

Teaching Intern Semester: \_\_\_\_\_

Student: \_\_\_\_\_ ASU ID# \_\_\_\_\_

Area: \_\_\_\_\_ Grade level K-12 7-12 Catalog Year: \_\_\_\_\_

Current Phone #: \_\_\_\_\_ Advisor: \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Admission Date: \_\_\_\_\_

This is a checkpoint that includes the prerequisites to the teaching intern semester. The process has been implemented to assist you in determining your eligibility for the teaching internship. Deficiencies identified at this point can possibly be eliminated between now and the beginning of your internship semester.

**Current transcript(s) must accompany this form. (Unofficial transcripts from all institutions)**

**I. Cumulative Degree Hours**

**Hours      GPA**

Current Cumulative Degree Hours \_\_\_\_\_

    Semester Hours of Current Enrollment \_\_\_\_\_

    Semester hours enrolled in last semester before teacher internship \_\_\_\_\_

    Summer Enrollment \_\_\_\_\_

**Total semester hours must equal 90 or more** \_\_\_\_\_

**II. Major/Professional Education Requirements**

Hours completed in the major & professional education course requirements: \_\_\_\_\_

Major GPA: \_\_\_\_\_

**List of major courses remaining: Format – Semester: Prefix and Number**

Current Semester: Prefix & Number

Semester: Prefix and Number

Semester: Prefix and Number


**List of major courses remaining after internship semester: *Format – Semester: Prefix and Number***

\_\_\_\_\_

\_\_\_\_\_

Date Filed (office use only): \_\_\_\_\_

**III. List of Professional Education Courses Remaining:**

*Format – Semester: Prefix and Number*

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**IV. List of Departmental and General Education Courses Remaining**      *Format – Semester: Prefix and Number*

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**V. To complete the program for licensure, students are required to have a passing score on each state approved content assessment and must take the state-approved pedagogical (PLT) assessment. (Subject to change)**

**VI. Technology requirement:** All interns are required to have access to an iPad or iPad mini during their internship for supervision/communication and access to important documents.

**VII. I, \_\_\_\_\_, understand that I will meet the minimum requirements for teaching internship if I have met the following criteria:**

1. Formal admittance to the Teacher Education Program.
2. Attainment of senior standing – 90 semester hours
3. Completion of a Pre-Teacher Intern Check form filed with the Office of Professional Education Programs
4. Completion of professional education courses for secondary education majors with the exception of the of the teaching internship semester (Students must have a ‘C’ or better in the Professional Education courses, including Exceptional Child in the Regular Classroom (PE majors take Adaptive PE4703) and Educational Psychology)
5. Attainment of a minimum overall grade point average of 2.70 in all work taken and a grade point average of 2.70 in the major area. (Must be maintained through graduation) **Admission prior to August 24, 2015: GPA of 2.50**
6. Completion of prescribed department requirements
7. Completion of Intent application forms for teaching internship eight weeks before the end of the semester or one week before the pre-registration date of the semester preceding teaching internship
8. Attendance at the mandatory orientation and seminar sessions for the teaching internship
9. Verification of no conviction of a felony or crimes (See page 32 & 33 of the Teacher Education Handbook)
10. Verification of no child maltreatment

Remaining department requirements: \_\_\_\_\_

Should I not meet the requirements after this semester, I must postpone my teaching internship semester until I have met the minimum requirements. Furthermore, my advisor will complete an admission validation form at the beginning of the internship semester and if I do not meet all internship admission requirements, I must postpone my teaching internship semester.

I further acknowledge that during the internship semester I am not permitted to enroll in other university/college courses including correspondence, web, distance learning, or courses at other universities/colleges. I will only be enrolled in the internship courses.

I understand I must provide documentation that my Child Maltreatment Central Registry has cleared and my fingerprint non-criminal background check (NCBC) has been approved at the ADE, AELS Public Site, to be eligible for the internship.

\_\_\_\_\_  
Teacher Intern’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor’s signature

\_\_\_\_\_  
Date

**A copy is retained by the advisor, a copy by the student, and the original copy is to be submitted to the office of Professional Education Programs, Education Building, Room 213.**