

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

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

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

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

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

ASU E-Mail Address \_\_\_\_\_

This is a checkpoint that includes the prerequisites to the capstone 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 capstone internship semester.

**Current Degree Evaluation Reports must accompany this form.**

**I. Cumulative Degree Hours**

**Hours                  GPA**

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

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

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

Summer enrollment \_\_\_\_\_

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

**II. Major Requirements**

Hours completed in the major  
courses: \_\_\_\_\_

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 capstone 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.** Candidates in initial undergraduate programs must take the state approved content assessment(s) and the state approved pedagogical assessment prior to graduation (Some majors are required to take and pass both prior to graduation. (See advisor for specifics.)

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

**VII.** I, \_\_\_\_\_, **understand that I will meet the minimum requirements for capstone 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 and major courses for secondary and K-12 education majors with the exception of the \_\_\_\_\_ of the capstone teaching internship semester (Students must have a ‘C’ or better in the Professional Education courses including Exceptional Children in the Regular Classroom, Ed Psychology, and Adaptive PE.)
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. This must be maintained through graduation. (However, all students admitted prior to **August 24, 2015** are required to maintain a **2.50 overall and for the major area.**)
6. Completion of prescribed department requirements
7. Completion of Intent application forms for the capstone teaching internship eight weeks before the end of the semester or one week before the pre-registration date of the semester preceding capstone teaching internship
8. Attendance at the mandatory orientation session for the capstone teaching internship
9. Verification of clearance of disqualifying offenses listed on ages 27-28 of the Teacher Education Handbook
10. Verification of clearance of the child maltreatment background check on page 53 of the TE Handbook

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

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I understand that I must meet all requirements specified in the undergraduate Teacher Education Handbook and the Undergraduate Bulletin when the actual assignment for capstone teaching internship experience takes place. Furthermore, my advisor will complete an admission validation form at the beginning of the capstone internship semester and if I do not meet all internship admission requirements, I must postpone my capstone teaching internship semester.

I further acknowledge that during the capstone 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.

According to the ADE policies governing programs for educator licensure (Rule 8.04), I must “before entering a classroom to complete a supervised clinical practice”, provide documentation that my Child Maltreatment Central Registry and my ASP/FBI fingerprint background checks have been approved at the ADE, AELS Public Site.

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Capstone Teacher Intern’s signature

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Date

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Advisor’s signature

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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.**