

**POLICY AND FORMS REGARDING COMPLETION OF INTERNSHIP IN OWN CLASSROOM**  
*For Alternative Master's Students Employed as Classroom Teachers*

The Alabama State Department of Education will no longer approve internship waivers for students completing programs after summer 2007. To comply with this policy change, Auburn University allows students enrolled in alternative master's programs and employed as classroom teachers to complete internships in their own classrooms if the following procedures are followed and approvals secured.

**NOTE: Students who have been offered jobs as classroom teachers are strongly encouraged to complete Steps 1-2 below before accepting the position. The department and/or school system may not have the resources to approve all requests to complete an internship in own classroom.**

**Step 1. Secure signatures on the Petition to Complete Internship in Own Classroom and submit to Professional Education Services (PES), 3464 Haley Center.** The student is responsible for securing the necessary approvals at the beginning of the program if employed as a classroom teacher **OR** at any point during the program if a position as a classroom teacher is accepted.

*Note: During the program, if a student leaves a teaching position at one site and moves to another site, a new petition must be completed.*

**Step 2. Two semesters prior to internship, submit the Application for Completion of Internship in Own Classroom and the Memorandum of Understanding verifying that the superintendent and principal have assured compliance with state internship requirements.** Students are to submit these materials to the faculty advisor or departmental coordinator. Materials are then forwarded to PES. After applications have been received in PES, an academic advisor will check admission to internship requirements and communicate the results of this clearance check to the student and advisor. PES will also provide the student with confirmation of the internship placement in own classroom.

**Step 3. The semester prior to internship, submit the Information Regarding Internships for Currently Employed Teachers that has been completed by your principal to Professional Education Services (PES), 3464 Haley Center.**

*Note: If the student gains employment as a classroom teacher after the internship application is submitted, a Petition to Complete Internship in Own Classroom will be considered if submitted prior to the beginning of the internship semester and if a Memorandum of Understanding assures compliance with state internship requirements.*

**PETITION TO COMPLETE INTERNSHIP IN OWN CLASSROOM (COLLEGE APPROVAL)**

*For Alternative Master's Students Employed as Classroom Teachers*

**Students enrolled in alternative master's programs and employed as classroom teachers must petition to complete internships in their own classrooms. The completed petition must be submitted to Professional Education Services, 3464 Haley Center, upon admission to the program or upon acceptance of a teaching position. Prior to the submission of the petition, the student must notify the employing school system of the internship requirements that must be met during the internship semester. (See the Memorandum of Understanding for a list of these requirements.)**

Student \_\_\_\_\_ Major \_\_\_\_\_

AU Email Address \_\_\_\_\_

School System \_\_\_\_\_

Name of School \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

I hereby request permission to complete an internship in my own classroom. I am aware that approval is contingent upon the following conditions being met:

- Fulfillment of all admission to internship requirements.
- Assurance by the college department head that university supervision can be provided to the school site during the internship semester.
- Submission of a completed Application for Completion of Internship in Own Classroom and a Memorandum of Understanding completed by the employing school system two semesters prior to the internship.
- Assurance that teaching experiences will include working with students with exceptionalities and students from diverse ethnic, racial, gender, and socioeconomic groups. These opportunities must be documented before program completion.

**I have read and agree to the above terms.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note: If the student gains employment as a classroom teacher after the internship application is submitted, a Petition to Complete Internship in Own Classroom will be considered if submitted prior to the beginning of the internship semester and if a Memorandum of Understanding assures compliance with state and college internship requirements.*

**Please return copy of signed petition to Dr. Peggy Dagley, 3464 Haley Center.**