

Paid Internship Request

This form allows Master of Arts in Teaching students to request a paid final internship. Paid final internships are not guaranteed without approval. Students are responsible for completing sections A and B of this form. Students should submit the completed form to the program/field coordinator prior to the first week of classes for the semester in which the student will enroll in final internship. Students will receive a decision to their USF email.

Prior to submitting a request, students should submit an Intent to Intern Application at the link below:

<https://www.usf.edu/education/field-and-clinical-education/apply.aspx>

Section A: To be completed by the student

Student's Name _____ USF ID _____ Email _____@usf.edu
 Phone number with area code _____
 Semester/Year you will be enrolling in final internship _____ / _____ Program of Study _____

Section B. Student should have this section completed and signed by the hiring Principal and Assigned Mentor

Hiring School _____ County _____
 School Address _____ City _____ State _____ Zip _____
 Phone _____
 Grade level _____ Class _____ Type of position _____
(Ex: History, English) (Ex: teacher of record, long-term substitute)
 Teaching load that intern will assume _____
 Directing/Mentoring Teacher's Name _____ Email _____

Teacher must initial appropriate box below indicating he/she meets required qualifications to act as a mentor

Has taught successfully for at least three years, taken state approved certified training and is certified in the candidate's area of specialization

OR

Has completed a Mentor Teacher Program approved by the district

Principal's name _____ / _____ Date _____
Print Signature

Section C. To be completed by the Academic Department

Approved for paid internship: _Yes _____ No

Field/Program Coordinator _____ Date _____

Section D. To be completed by The Office of Field and Clinical Education

Approved for paid internship: _Yes _____ No

Director: _____ Date: _____