



Post-Baccalaureate with Certification

Approval for Internship

An Internship is one of the final requirements for a Standard teaching certificate. It is part of the professional education requirements for earning Standard Certification through the Post Baccalaureate Teacher Certification Program. The Internship is a job with full teacher salary and benefits at a school district, charter school, or accredited private school.

Candidates admitted to the program will be eligible for Probationary certification and the Internship once they have completed at least two courses, participated in a minimum of 30 hours of Fieldwork, passed the Content Area TExES exam in their certification area, and are offered a job as a teacher by a school district, charter school, or accredited private school. It is the student's responsibility to secure the job although HBU will assist with Job Fairs as well as with Fieldwork placements in districts.

The following requirements must be met to begin the Internship:

1. Satisfaction of all requirements for admission to and retention in the program.
2. Certification plan on file in the School of Education.
3. Fitness for teaching as judged by admission interview and performance in the classroom and in course-related field experience.
4. Successful completion of at least 80 hours of course work (2 courses) for your teacher preparation track (Elementary, or Middle/High School/All Level)
5. Successful completion of the TExES content test in the teaching field or at least 24 semester hours in each teaching field with a GPA of 2.75 or above in each teaching field.
6. If seeking Bilingual Education or Spanish certification, passing score on the appropriate Language Proficiency exam. (BTLPT or LOTE)
7. A GPA of 3.0 or higher on all professional education course work with no grade lower than a "C" and a "B" or better in EDUC 6302, 6312 .
8. Upon employment, a completed "Internship Information" form returned to the Director as well as a copy of the employment contract.
9. Application for Probationary Certification on the TEAL website.
10. Registration for EDUC 5101 Internship I.

The following requirements must be met to enroll in Internship II:

1. Students must earn a satisfactory grade in EDUC 5101: Internship I.
2. Students must still be employed by a school district, charter school, or accredited private school.
3. Students must have a zero balance with HBU and no Holds on their record.
4. Students must have met or consulted with their advisor to secure registration information.
5. Students must register during course registration dates to avoid late fees.



Responsibilities of HBU Intern and HBU Supervisor

An important component of the HBU Post Baccalaureate Teacher Certification Program is the Internship year. A successful Internship is one of the requirements for completing the program and earning certification. During the first semester, a student who has been approved for Probationary Certification will register for EDUC 5101: Internship I. The second semester course is EDUC 5201: Internship II which also includes preparation for the PPR. The Intern and the HBU Supervisor will work closely together to insure a positive and productive first year in teaching for the Intern. Each will have responsibilities that are outlined below.

Responsibilities of the HBU Intern

The Intern will:

- Enroll in the Internship courses for two consecutive semesters and purchase the required textbooks.
- Read the course syllabus and complete any assignments or responsibilities.
 - Maintain frequent and effective communication with the Supervisor.
 - Welcome the Supervisor's visits and suggestions.
 - Keep the Supervisor apprised of any changes in schedules or other important information.
 - Plan with the Supervisor the focus of each observation.
 - Prepare a lesson plan for the observed teaching to give to the Supervisor.
 - Participate in the follow-up conference.
 - Request the assistance of the Supervisor as needed.

Responsibilities of the HBU Supervisor

The Supervisor will:

- Maintain frequent and effective communication with the Intern.
- Work as a representative of the HBU College of Education and Behavioral Sciences during the Internship year.
 - Communicate with the Campus Administrator(s) regarding the Internship.
 - Observe and conference with the Intern following the observations.
 - Focus each observation on one or more PDAS Domains and document the observation.
 - Advocate for the Intern.