Please read all the instructions before completing the application. Application and supplementary forms are located on the Student Teaching web page:
http://www.calvin.edu/academic/education/info/st/internship.html#eligibility

Application Due Dates:
1. Application Due Date for all Teacher Interns is December 1, of the year PRIOR to the academic year (fall or spring) in which you plan to student teach.
   However, please fill out as soon as possible—it will only take a few minutes to complete.
2. Supplementary forms (Resume, Course Information Form, Commitment Form) are due:
   February 1, 2017:   Fall 2017 Student Teachers
   March 1, 2017: Spring 2018 Student Teachers
   NOTE:  Students participating in a semester abroad (Spring 2017) must submit their application BEFORE leaving.
   Resume must be edited by the Career Development office, by appointment or open hours.  See resume instructions.
3. Late Fees: Any application received after the December 1 deadline will require a $30.00 late fee. Applications will NOT be accepted after April 15, 2017, without the permission of the Dean of Education.

Eligibility to participate in teacher internship:
Students must be eligible for student teaching the semester PRIOR to student teaching.

Eligibility requirements:
- Minimum GPA of 2.5 overall AND in your major(s) and minor(s).
- Major/Minor departmental requirements, such as departmental screening tests or prerequisite courses, must be met. English & World Languages require passing dept screening test 3 or 4 months prior to student teaching. See Guidebook, http://www.calvin.edu/academic/education/info/st/internship.html#fees

Schedule for Internships:
Fall & Spring Semester: General Elementary Education
Fall Only: Secondary: Math, Science, PE
(Please note: English & World Languages require passing dept screening test 3 or 4 months prior to student teaching).

Submitting the Application:
1. Electronically submit as attachments to:
   Gwen Buteyn, Education Department, gb23@calvin.edu
2. We will notify you by e-mail when we receive the application or supplemental forms.
   If you do not receive verification, please contact us.

Interview:
1. All students will participate in a formal interview with the Education 345 or 346 Leadership Team responsible for making student teaching placements.
2. This will occur the semester prior to the teacher internship.
3. During this interview, we will discuss placements that would supplement and diversify your experiences thus far in the program.

   NOTE:  Please do not try to arrange your own placement as Calvin College must follow the procedures of the school district and requirements placed upon us by our accrediting agency. Additionally, the team considers your classroom experiences, availability of placements, your interview and the date of your application when making assignments.

4. Please be prepared to articulate qualities/characteristics that you hope exist in your placement so as to encourage further development for you as a teacher.
5. We will also review expectations related to outside commitments during the interview.
• **Participation in athletic or music groups**: As you indicated in the contract you completed at application, you plan to limit outside commitments. If you plan on coaching or participating in a varsity sport, you must complete additional steps with the program leadership. This will be discussed in the interview.

• **Work**: We strongly recommend that you do not work during the internship. Work commitments greater than 10 hours a week should be discussed/reviewed during the interview.

**Resume Changes:**
You may need to update your resume between the time you submit your application and the start of your student teaching semester. PLEASE KEEP YOUR RESUME ELECTRONICALLY so you can make changes and re-submit if needed.

**Attendance Expectations for Student Teachers:**
During the semester of student teaching, Calvin students are required to follow the calendar for the K-12 school in which they are placed, not the Calvin College calendar. Calvin student teachers will participate in school in-services, professional development days and observe the holiday breaks included in their school calendar. Student teachers are not eligible for “personal days” during this semester internship with the exception of time needed for interviewing for a teaching position.

**For fall placements**: Students are often required to begin at a date earlier than the college. A number of area K-12 schools begin prior to Labor Day. Often there are in-service days, staff development events, and open house opportunities that precede the start of the school year. Teacher Interns are encouraged to attend.

**For spring placements**: The semester generally starts the Monday following Calvin’s Interim break. Students are required to follow the spring break recess of the K-12 school placement, not Calvin’s spring break. This policy applies to all students including athletes and students in music programs and ensembles. Exceptions to this rule may only be granted through an appeal to the Calvin Dean of Education.

**Transportation to Placement:**
1. Transportation to your assigned school is YOUR responsibility. If you will not have a car, please indicate it on the application and we will try to place you with other Calvin students or within the city bus line limits; however, we cannot guarantee this. Also, please recognize that not having transportation places significant limits on placement options.
2. **We make an effort to place all students within a 50 mile radius of Calvin College;** however, many quality placements are NOT close to Calvin. For this reason, please recognize some placements may be outside of this 50 mile radius. This is more common for secondary placements.
3. Transportation subsidy: Teacher Interns who are placed more than 10 miles from Calvin College may receive a transportation subsidy. This is true only if the Intern has NOT requested the placement. Students who qualify will be sent a check at the end of the semester. For the breakdown of subsidy amounts: [http://www.calvin.edu/academic/education/info/st/internship.html#fees](http://www.calvin.edu/academic/education/info/st/internship.html#fees)

**Certification:**
1. **It is important that you become certified by the State of Michigan even if you do not plan to teach in this state.**
2. To apply for your certification you must:
   • Pass subject area tests
   • Be currently certified in CPR/First Aid
   • Earn a positive recommendation during your teacher internship
3. More information will be e-mailed to you. You may also contact Shari Brouwer at smb23@calvin.edu with questions.

**Discontinue/Postpone Program:**
If you decide to postpone student teaching or discontinue the Education Program please notify our office immediately. You will need to re-apply if you would like to continue at a later date.

**Questions?**
Please contact: Gwen Buteyn, Field Placements
Education Department
[gb23@calvin.edu](mailto:gb23@calvin.edu)
616-526-6206