

## MSU

### Bozeman Teaching Endorsement Internship Policy

*As with all professions, specialized training is a prerequisite to specialized practice. However, because of a critical shortage of qualified teacher candidates in some content areas within Montana, Montana State University – Bozeman, in cooperation with the Montana Office of Public Instruction, has developed a Teaching Endorsement Internship Program similar to the current Internship programs in special education, counseling, and educational leadership.*

The program relies on Montana school district personnel to recommend candidates and to contribute to the ongoing support and supervision. Candidates will then be requested to complete an Internship through Montana State University – Bozeman. The candidate must choose one of the two internship programs offered:

1. Program Equivalency: pre-approved course work is taken at any accredited campus or on-line program. Upon successful completion, the candidate will be eligible for the appropriate added endorsement, but will not receive a degree from MSU.
2. Completed Degree: course work is taken through MSU during undergraduate study. The candidate will then receive both the appropriate added endorsement and a teaching degree in the major from MSU.

### MSU – Bozeman Teaching Internship Policy

- Candidates must complete at least the equivalent of a minor at MSU – Bozeman within the 3 years of the internship. Most minors at MSU are approximately 30 credits. You are invited to also investigate other programs at more convenient schools for you (MSU – Billings, University of Montana, U of M – Western, etc.).
- Candidate must have a minimum of six credits already completed in the new content area.
- Candidate must have a minimum of three years of teaching experience in a public school setting.
- Candidate submits an MSU Teacher Endorsement Internship Application.
- Candidate has the school district submit a School District Verification of Internship form, signed by the district, verifying that she/he is under contract or the district intends to offer her/him a contract and that the district is unable to hire a candidate licensed in the content area on a Class I or Class II License.
- Candidate submits a set of transcripts. She/he will receive an assessment within three weeks, showing all the courses she/he need to complete for the equivalent of the requested minor or major.
- Candidate must be enrolled in 1 credit of EDCI 577 graduate level internship/professional development at MSU each semester of her/his internship. MSU will have a supervisor observe him/her teaching in the 'new' content area at least twice a school year until the internship is completed. The graduate level internship course will provide the candidate with evidence of current professional development. The teacher will also be required to develop a professional portfolio as part of the internship credits. Failure to enroll in EDCI 577 will result in an MSU notification to OPI that the candidate is no longer in the internship program.
- Course work may be taken at another campus or on-line through another institution for candidates enrolled in the Program Equivalency option. However, every substituted course must be pre-approved by MSU. Candidates must have a 'C' or better grade in every class with a minor/major GPA of 2.5 or higher.
- Candidate must complete 6 credits of coursework (in the new endorsement area) every year.

## Internship Self Assessment

1. Are you teaching this school year (2004-2005)?
2. The Teaching Endorsement Internship Program is only for employed teachers, teaching at least one class in the non-endorsed content area, per OPI policy. MSU requires that the school district complete our form entitled "School District Verification of Internship" stating that the candidate is either under contract or the district is intending to place the candidate under contract pending a positive assessment for an internship.
3. Are you licensed (certified) in Montana?
4. Teaching Endorsement Internship Program is only for licensed teachers at the Class I or Class II levels, not Class V.
5. Do you have teaching experience?
6. Teaching Endorsement Internship Program is only for experienced teachers, per MSU policy. We require evidence of successful public school teaching experience: three years.
7. Do you have at least 6 credits in the 'new' content area (area you'd like to teach)?
8. Teaching Endorsement Internship Program is only available for teachers with 6 credits or more in the 'new' content area, per MSU policy.