OPI INTERNSHIP

HANDBOOK

FIELD PLACEMENT AND LICENSURE
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Internship Handbook

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, in cooperation with the Montana Office of Public Instructions, has developed a Teaching Endorsement Internship Program similar to the current Internship programs in special education, counseling, and education leadership. The program relies on Montana school district personnel to recommend candidates and to contribute to their ongoing support and supervision. Candidates are then requested to complete an Internship through Montana State University.

Eligibility

- Must have a current class 1 or 2 Montana Teaching License; a class 5 is not acceptable.
- Three (3) years teaching experience in a public school.
- The teacher must either be currently under contract with a Montana school district of the district has already offered the teacher a contract, pending successful entrance into the Teaching Endorsement Internship Program.
- Endorsement Internship Program.
- The teacher must be assigned to one or more classes in the new content area.
- A minimum of six (6) credits completed in the new content (endorsement) area.
- A minimum 2.5 GPA in the content (endorsement) area, with no grade less than a “C”.
- Candidate must submit:
  1. Self-assessment
     a. Transcripts
     b. Course description table
  2. MSU Application
  3. School Verification Form
  4. Planning Sheet
  5. OPI Application

These items can be found at http://www.montana.edu/fieldplacement/. Click the “OPI Internship” box.

An intern must complete the program within three (3) years. If an intern chooses to leave the program or is dropped because of failure to complete the requirements, the intern will not be eligible for re-entry.

Two options for the Internship

1. **Program Equivalency**: pre-approved course work is taken at any accredited campus of online 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.
Notification

Upon acceptance into the Internship Program, the Intern will receive an acceptance letter, and assessment of coursework needed in the unendorsed area, and the OPI Internship Handbook. The District Superintendent will receive a copy of the Handbook and all correspondence with the interns.

Please keep our office notified of any changes in address, phone number, or email. On September 1 of each year, MSU will submit a list of current OPI Interns to the Office of Public Instruction. This list is used to update the intern’s Montana Teaching Certificate for the year.

Upon Completion of the required coursework and assignments and after submitting passing scores for the Praxis II content area test*, the Intern will send official transcript(s) covering ALL courses used for the program completion to Field Placement and Certification. We will then recommend for added endorsement.

*Library Media Specialists are NOT required to take the Praxis II test.

Coursework

- The Intern is required to be registered for one (1) credit of EDCI 577 Internship each semester (fall and/or spring) while enrolled in the Internship program. This internship class covers the cost of running the internship program, including the state requirement that the Intern is evaluated by a Field Supervisor. If, for some reason, an intern is not teaching in his or her endorsed area for one semester, enrolling in this class is NOT required. However, YOU MUST NOTIFY THIS OFFICE.

- As part of OPI’s Internship Program, Interns must successfully complete at least six (6) credits each year (fall, spring, and/or summer) within your content area. By the end of each summer, please submit a transcript(s) verifying you have completed the six (6) credits of program coursework for the previous academic year. Coursework may be taken at another campus or online through another institution. However, every course not taken at MSU-Bozeman must be preapproved by MSU. Interns must have a “C” or better in every class with a minor and/or major GPA of 2.5 or higher. Copies of transcripts are acceptable for this yearly verification, but official transcripts for all coursework are required upon program completion in order for recommendation to take place.

Failure to successfully register for EDCI 577 or successfully complete the minimum of six (6) credits will result in losing your OPI Internship status.

Evaluation

https://www.montana.edu/fepa/

The Field Supervisor will conduct one lesson observation and will provide an evaluation of that observation. The evaluation will be both formative (to help the intern improve) and summative (to tell the intern whether or not he or she is performing successfully). While the intern is an employee of the district and the district has the authority to keep or fire an employee, MSU is responsible to assign a grade each semester for the internship course. This grade is independent of the evaluation by the district. It would be possible for an intern to fail the internship course and be dropped from the Internship Program yet still be employed by the district.
Assignments

1. Provide Field Placement and Licensure with a copy of your teaching schedule each year.

2. The Intern is required to develop a Teacher Work Sample, which will include formative and summative assessments, an analysis of the student’s work and an overall reflection. The Teacher Work Sample (TWS) guide is available at
   http://www.montana.edu/fieldplacement/Teacher%20Work%20Sample/TWS.pdf
   The TWS glossary is available at
   http://www.montana.edu/fieldplacement/PDFs/TWS_Glossary.pdf
   The TWS Rubrics are available at
   http://www.montana.edu/fieldplacement/PDFs/TWS_Rubric_Final.pdf. The TWS is due at the end of your internship. Email the TWS to jsb@montana.edu or mail to the address on the front cover of this handbook.

Praxis II requirement*

The PRAXIS II exam must be successfully passed in every teaching major and/or minor (except for Library Media Specialist) before teacher licensure can be obtained.* Interns should plan to take the PRAXIS II exam prior to completion of their internship program. A list of specific tests and passing scores, registration instructions and test day procedures are available at
http://www.montana.edu/fieldplacement/PRAXIS/Praxis.shtml. In the gray box on the right, scroll down to “Please read everything!”

A copy of your PRAXIS score must be on file in Field Placement and Certification before a recommendation can be submitted to the Office of Public Instruction.

*Library Media Specialists are not required to take the Praxis II test.