MSU – BPE INTERNSHIP
TEACHING ENDORSEMENT
HANDBOOK

FIELD PLACEMENT AND LICENSURE
DEPARTMENT OF EDUCATION
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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, the Board of Public Education (BPE) and Montana Office of Public Instruction (OPI) in cooperation with Montana State University (MSU), has developed a Teaching Endorsement Internship Program, similar to the current internship programs in Special Education, Counseling, and Education Leadership. The program is referred to as the BPE Internship.

The programs rely on Montana school district personnel to recommend candidates and contribute ongoing support and a Field Supervisor. Candidates are then requested to complete an internship through the MSU Field Placement & Licensure Office (FPLO). The internship must be completed within three years. There are two internship programs offered from which the candidate may select:

1. **Program Equivalency**: pre-approved coursework is taken at any accredited campus 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**: coursework is taken through MSU via undergraduate study. The candidate will then receive both the appropriate added endorsement and a teaching education degree in the new content area from MSU.

**Eligibility For BPE**
To be eligible for the BPE Internship Program, the candidate must meet the following criteria prior to acceptance:

- Current Class 2 or 1 Montana Teaching License.
- Three (3) years verifiable teaching experience in a public school setting.
- School District Verification of teacher contract, or pending contract.

**Requirements**

- The teacher must be assigned to teach one or more classes in the new content area.
- Candidates must complete at least the equivalent of a minor at MSU-Bozeman within the three-year internship program.
- A minimum of six (6) credits *already completed* in the new content (endorsement) area.
- Licensure Endorsement Assessment Tool (LEAT) completed. This tool assesses required academic coursework in the new content area with coursework the intern has previously taken that might substitute.
- Planning Sheet: Outlines a 3-year plan to complete the internship.
- Enrollment in the CEEX 280 BPE Internship course through MSU each semester for the duration of the internship. These credits do not count towards the required 6 credits in new content area. Fee is $250.00. Interns receive 4.5 continuing education units (CEUs).
- 2.75 GPA or higher in the new content (endorsement) area, with no grade less than a “C”.
- Candidate must complete 6 credits of coursework in the new content area every year.
- Submit yearly teaching schedule in the fall.
- Submit official transcripts to FPLO at the end of summer semester of all courses taken.
- Sufficient time and monetary resources, as well as a high level of commitment necessary to complete the required coursework within three-years.
- Two formal observations using the Danielson Observation Tool, mid-year and year-end, completed by the Field Supervisor as well as a year-end Danielson Performance Assessment.

If you can meet the above criteria, the next step is to complete and submit the BPE Internship paperwork.
BPE Internship Program Leaders
Jamie O’Callaghan, Post Baccalaureate Specialist, jamie.ocallaghan@montana.edu, will guide interns through the LEAT process and planning sheet. She is the first point of contact for consideration into the BPE Internship program.

Once the candidate meets the eligibility requirements, Rosemary Madero, Licensure/Certification/Permit Technician, rosemary.madero@montana.edu, will guide interns through the BPE Internship program.

Internship Paperwork
Submit the following to FPLO:
1. Conduct a self-assessment in the new content area by completing the Licensure/Endorsement Assessment Tool (LEAT) form. Go to this link: http://www.montana.edu/fieldplacement/licensure/addedendorsements.html, click on the new endorsement content area. Using your transcript(s), complete a self-evaluation by typing in the coursework, grades, and credits from your transcript(s) of coursework that may satisfy the required course, as well as courses you are considering from other universities or MSU-Bozeman. This assessment tool will assist in determining how long it will take to complete the new content area. Our Post Baccalaureate Specialist, Jamie O’Callaghan, jamie.ocallaghan@montana.edu, (406) 994-6743, will guide you through this process.

2. Planning Sheet signed by FPLO or Education Advising Center after LEAT process is complete. The planning sheet outlines coursework to be taken each year to ensure intern will complete the added endorsement within the required 3-year timeframe.

The two above steps should be completed prior to submitting the internship documents below.

3. MSU-FPLO Application
4. OPI Teaching Endorsement Internship Program Application
5. School District Verification Form

Scan as PDF and email to rosemary.madero@montana.edu, or fax to (406)994-1950. Please submit #3-#5 together.

Notification
After the above is completed, an acceptance letter, the BPE Internship Handbook, a syllabus, and information on the CEEX 280 Internship course will be provided to the intern. The District Superintendent and School Principal will receive a copy of the handbook.

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

Admission to MSU
Interns are required to be admitted to MSU only if you plan on taking coursework at the university. If you will only be taking the required CEEX 280, you do not need to apply for admission to MSU.
• **Apply to MSU**
  Jamie O’Callaghan, or the Education Advising Center, will recommend how you should register (i.e., Graduate Non-Degree, etc.). This is only if you will be taking courses at MSU to satisfy the added endorsement.

• **Registration**
  Prior to registering for any of the courses remaining on the LEAT to satisfy academic requirements in the new content area, *you must have each course approved* to avoid taking a course(s) that is not a suitable substitution.

**Coursework**

**CEEX 280 BPE Internship Course**
This course is structured for both the BPE Internship program and those individuals pursuing a Cl. 5 Provisional License. As mentioned in the requirements above, the intern is **required** to enroll in the **CEEX 280 BPE Internship** course each semester (Fall and Spring) for the duration of the program. This internship course provides the candidate with evidence of current professional development as well as materials for the state requirement that the intern be evaluated by a Field Supervisor. FPLO will send a link to enroll prior to the beginning of each semester.

**Added Endorsement Coursework**
Coursework may be taken at another campus or online through another institution. *All courses not taken at MSU-Bozeman must be pre-approved by FPLO prior to registering.* If you have questions, contact Jamie O’Callaghan.

**Finding Coursework**
1. Go to Extended University at [http://eu.montana.edu/](http://eu.montana.edu/) to research coursework offered at MSU-Bozeman.

2. Check other Montana University Systems institutions:
   - University of Montana: [http://www.umt.edu](http://www.umt.edu)
   - University of Montana-Dillon: [http://www.umwestern.edu](http://www.umwestern.edu)
   - MSU-Great Falls: [http://www.gfcmsu.edu](http://www.gfcmsu.edu)
   - MSU-Northern: [http://www.msun.edu](http://www.msun.edu)

3. Here is a list of other universities that have courses acceptable to MSU-Bozeman:
   - Arizona State: [https://asuonline.asu.edu](https://asuonline.asu.edu)
   - Brigham Young University: [http://is.byu.edu/site/](http://is.byu.edu/site/)
   - Columbus State University: [https://online.columbusstate.edu](https://online.columbusstate.edu)
   - Dawson Community College: [https://www.dawson.edu/academics/online/](https://www.dawson.edu/academics/online/)
   - Eastern Washington University: [http://outreach.ewu.edu/](http://outreach.ewu.edu/)
   - Liberty University: [www.liberty.edu](http://www.liberty.edu)
   - Louisiana State University: [http://sites01.lsu.edu/wp/lsuonline/](http://sites01.lsu.edu/wp/lsuonline/)
   - Mississippi State University: [http://distance.msstate.edu/](http://distance.msstate.edu/)
   - Oregon State: [http://oregonstate.edu/](http://oregonstate.edu/)
   - Ottawa University: [http://www.ottawa.edu/](http://www.ottawa.edu/)
   - Penn State: [http://www.worldcampus.psu.edu/](http://www.worldcampus.psu.edu/)
   - Stanford University: [http://online.stanford.edu/courses](http://online.stanford.edu/courses)
   - SUNY Empire State College: [https://www.suny.edu/](https://www.suny.edu/)
   - The Pennsylvania State University: [https://www.coursera.org/courses?query=online](https://www.coursera.org/courses?query=online)
4. Family & Consumer Sciences Recommended Substitute Courses. Click here.

**YEARLY INTERNSHIP REQUIREMENTS**

- Enrollment in the CEEX 280 BPE Internship course through MSU *each semester* (fall/spring) for the duration of the internship. The fee is $250/semester.
- 2.75 GPA or higher in the new content (endorsement) area, with no grade less than a “C”.
- Candidate must **complete 6 credits of coursework in the new content area every year.**
- Submit yearly teaching schedule in the Fall.
- Submit official transcripts of all courses taken each year to FPL O at the end of summer semester.
- Two formal observations, using the Danielson Observation Tool, mid-year and year-end, completed by the Field Supervisor as well as a year-end Danielson Performance Assessment.

- **Failure to successfully complete the minimum of six (6) credits each year will result in losing your BPE Internship status.**
- **Failure to enroll in CEEX 280 BPE Internship course each semester will result in losing your BPE Internship status.**
- It is the intern’s responsibility to satisfy these requirements and track when to submit the required coursework and paperwork.

**FIELD SUPERVISOR EVALUATION/OBSERVATION**

The Field Supervisor for each intern is the school Principal who will conduct two formal observations, mid-year (December) and end-year (April/May), using the Danielson Observation Tool, as well as a year-end Danielson Performance Assessment. The assessment will be both formative (to assist intern with improvements, if necessary) and summative (informing intern if s/he 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-Bozeman 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. Here are the links for the observation and assessment:

- [Daniel Observation Tool](#)
- [Danielson Year-End Performance Assessment](#)
- [Danielson Rubric](#)
- [MSU Assessment of Content Knowledge](#)
BPE Internship Syllabus

The BPE Internship syllabus outlines learning outcomes, course structure, and professional expectations including role of intern, Field Supervisor, and the Field Placement & Licensure Office. [Click here](#) for details.

BPE Internship Assignments

1. Prior to registration, intern submits course and course description to Jamie O’Callaghan, [jamie.ocallaghan@montana.edu](mailto:jamie.ocallaghan@montana.edu), for approval to ensure it satisfies the required academic course.
2. Provide Field Placement and Licensure with a copy of your teaching schedule at the beginning of each school year to [rosemary.madero@montana.edu](mailto:rosemary.madero@montana.edu).
3. Submit transcripts of courses taken at the end of summer semester.
4. Ensure two observations are completed each year by Field Supervisor: mid-year (December) and end-year (May).
5. Ensure a Danielson Year-end Assessment is performed at the end of each school year.
6. At completion of BPE Internship, submit a Reflective Essay based on assignments compiled throughout the internship.
7. Ensure Field Supervisor completes a final assessment in the last semester of internship.

Praxis Exam Requirement

The Praxis Subject Assessment exam must be successfully passed in the new content area before a university recommendation is made to OPI. Interns should plan to take the Praxis 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/](http://www.montana.edu/fieldplacement/praxis/). Please forward your test score via email to, [rosemary.madero@montana.edu](mailto:rosemary.madero@montana.edu).

Completion of BPE Internship Program

The intern will have completed the three-year BPE internship once the requirements below are satisfied:

- Completed all coursework with a grade of “C” or better.
- GPA 2.75 >
- Submitted Non-MSU-Bozeman & MSU-Bozeman transcripts at the end of August every year for the duration of the internship program.
- Taken CEEX 280 BPE Internship course each semester.
- Submitted yearly teaching schedules.
- Professional Development Assignments (formerly, Teacher Work Sample)
- Taken the Praxis Subject Assessment Exam and received a passing score.
- Submitted official transcript(s) covering **ALL** coursework to OPI.

At the completion of the BPE Internship, the Field Placement & Licensure Office will make recommendation for an added endorsement in the new content area.

If you have any questions, please contact:

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