



# MSU – BPE INTERNSHIP TEACHING ENDORSEMENT HANDBOOK

FIELD PLACEMENT AND LICENSURE  
DEPARTMENT OF EDUCATION  
MONTANA STATE UNIVERSITY  
PO BOX 172880 – 247 REID HALL,  
BOZEMAN, MT 59717-2880  
PHONE: (406) 994-4761  
FAX: (406) 994-1950

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## Overview

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 program relies 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.*** The candidate must choose one of the two internship programs offered:

- 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 Internship

To be eligible for the BPE Internship Program, the candidate must meet the following criteria:

- Hold a current Cl. 1 or 2 Montana Teaching License.
- Completed three (3) years verifiable teaching experience in a public school setting.
- Can provide School district verification of a teacher contract, or pending contract.
- Completed a minimum of 6 credits in the new content area.

Candidates who meet the eligibility requirements will then follow the processes listed below to determine if they can complete the program within the three-year allotment and meet the requirements of the program.

## Internship Determination

1. Complete a Licensure Endorsement Assessment Tool (LEAT) form. This will help assess classes you need to take, the courses you have fulfilled already, and the potential duration it will take to finish the program. The steps are outlined on our website under [LEAT process](#). There is a \$250 fee for a transcript review.
2. Based on approved course work from LEAT, complete a [Planning Sheet](#). The planning sheet outlines course work to be taken each semester/year to ensure intern will complete the added endorsement within the required 3-year timeframe.

Jamie O'Callaghan, Post Baccalaureate Specialist, [jamie.ocallaghan@montana.edu](mailto:jamie.ocallaghan@montana.edu), will guide candidates through the LEAT process and planning sheet. She is the first point of contact for consideration for the BPE Internship program.

## Internship Requirements

The BPE Internship is a rigorous program. Candidates and their administrator should consider whether or not they have available sufficient time and monetary resources, as well as the high level of commitment necessary to complete the requirements of a new endorsement. Outlined below are these commitments/requirements.

The intern must:

- Be assigned to teach one or more classes in the new content area each year.
- Submit yearly teaching schedule in the fall.
- Complete 6 credits of course work in the new content area every year.
- Maintain a GPA 2.75 or higher in the new content (endorsement) area, with no grade less than a “C”.
- Enroll in the CEEX 280 BPE Internship course through MSU each semester (fall/spring) for the duration of the internship. The fee is \$250.00/semester. These credits do not count towards the required 6 credits in the new content area. Interns receive 4.5 continuing education credits (CEUs). This course will provide the candidate with evidence of current professional development.
- Arrange two formal observations, using the Danielson Observation Tool, mid-year and year-end, completed by the field supervisor as well as a year-end Final Performance Assessment.
- Submit official transcripts of all courses taken each year to FPLO at the end of summer semester.
- Complete at least the equivalent of a minor within the three-year internship program.

If you can meet the above requirements, the next step is to complete and submit the BPE Internship paperwork. Rosemary Madero, our License/Certification/Permit Technician, [rosemary.madero@montana.edu](mailto:rosemary.madero@montana.edu), will guide interns through the application process.

*We ask that the application process not preclude the eligibility, determination, and requirement steps.*

## Internship Application Process

Submit the following documents to the FPLO Licensure Technician.

- [MSU-FPLO Application](#)
- [OPI Teaching Endorsement Internship Program Application](#)
- [School District Verification Form](#). This form verifies that the candidate is under contract or the district intends to offer candidate a contract and that the district is unable to hire a candidate licensed in the new content area on a Cl. I or Cl. II license.

Please either email these documents to, [rosemary.madero@montana.edu](mailto:rosemary.madero@montana.edu), or mail to the FPLO.

## Notification

Upon review of the application documents, you will be notified if you have been accepted into the BPE Internship program. The school principal will typically assume the role of field supervisor. S/he will be contacted outlining his/her role and responsibilities as field supervisor to the intern. The new intern shall also receive information on the required CEEX 280 BPE Internship class.

Please keep the FPLO 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 October 1<sup>st</sup> of each year, FPLO will submit a list of current interns to OPI. This list is used to update the interns' Montana Teaching Certificates for the year, which allows them to teach the new content areas, and additionally, their school district will not be adversely affected due to lack of teaching endorsements in the new content areas.

## New Endorsement Courses

### 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 pre-approved to avoid taking a course(s) that is not a suitable substitution.

### New Content Endorsement Course Work

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/> to research coursework offered at MSU-Bozeman.
2. Check other Montana University Systems institutions:  
University of Montana: <http://www.umt.edu>  
University of Montana-Dillon: <http://www.umwestern.edu>  
MSU-Great Falls: <http://www.gfmsu.edu>  
MSU-Northern: <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>  
Brigham Young University: <http://is.byu.edu/site/>  
Columbus State University: <https://online.columbusstate.edu>  
Dawson Community College: <https://www.dawson.edu/academics/online/>  
Eastern Washington University: <http://outreach.ewu.edu/>  
Liberty University: [www.liberty.edu](http://www.liberty.edu)  
Louisiana State University: <http://sites01.lsu.edu/wp/lsuonline/>  
Mississippi State University: <http://distance.msstate.edu/>  
Oregon State: <http://oregonstate.edu/>  
Ottawa University: <http://www.ottawa.edu/>  
Penn State: <http://www.worldcampus.psu.edu/>  
Stanford University: <http://online.stanford.edu/courses>  
SUNY Empire State College: <https://www.suny.edu/>

The Pennsylvania State University: <https://www.coursera.org/courses?query=online>  
University of Arkansas: <https://www.uark.edu/>  
University of California: <http://online.cui.edu/>  
University of Idaho: <http://dee.uidaho.edu/>  
University of Nebraska: <http://online.unl.edu/>  
University of Oklahoma: <http://www.ou.edu/>  
University of Phoenix: <http://www.phoenix.edu/>  
University of Pittsburgh: <http://www.online.pitt.edu/>  
University of Texas: <http://www.utexas.edu/>  
University of Wisconsin: <http://www.uwex.edu/>  
University of Wyoming: <http://www.uwyo.edu/outreach/>  
Western Governors University: <http://www.wgu.edu/>  
Western Washington University: <http://www.wwu.edu/ee/westernonline>

4. Family & Consumer Sciences Recommended Substitute Courses. [Click here.](#)

### [CEEX 280 BPE Internship Class](#)

This course is structured for both the BPE Internship program and those individuals pursuing a Cl. 5 Provisional License. As mentioned in the above requirements, the intern is required to enroll in the CEEEX 280 BPE Internship class 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.

#### [Syllabus](#)

The 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.

#### [CEEX 280 Assignments](#)

- Yearly Teaching Schedule (fall only)
- Previous academic year transcripts (to verify 6 credits taken in new content area – fall only)
- 3 Professional Development Assignments, with a final reflective essay due at the end of the experience
- Performance Assessment Completed by Field Supervisor

#### [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 final Danielson Performance Assessment. The assessment will be both formative (to assist intern with improvements, if necessary) and summative (informing intern if s/he has performed 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.

## 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 link for Praxis preparation materials and registration can be found [here](#). When registering ensure you request the scores be sent to MSU.

## PLEASE NOTE:

- **Failure to successfully complete the minimum of six (6) credits each year will result in losing your BPE Internship status.**
- **Failure to enroll in CEEEX 280 BPE Internship course and submit all assignments 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.**

## Completion of BPE Internship Program

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

- Completed the equivalent of a minor in the new content area.
- Taken CEEEX 280 BPE Internship class each semester and completed the final assignment.
- Completed all coursework with a grade of "C" or better.
- Received a minimum GPA 2.75 > in new content area.
- Submitted all transcripts to FPLO.
- Taken the Praxis Subject Assessment Exam and received a passing score.
- Submitted official transcript(s) covering ALL coursework to OPI.
- Meet the Montana Assessment of Content Knowledge (GPA, final field supervisor assessment of content knowledge, Praxis exam) minimum score of 7 points.

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:

*Rosemary Madero*

License/Certification/Permit Technician

Field Placement & Licensure Office

PO Box 172880, Reid 247

Bozeman, MT 59717-2880

Phone: (406)994-4761

Fax: (406)994-1950