

## OUT OF AREA TEACHER INTERNSHIP REQUIREMENTS

Dear Teacher Candidates:

Because of the demands of internship and the state requirements to pass internship, teaching out of area or out of state is strongly discouraged. However, we understand family and other obligations may require that you attempt to student teach out of our area. Teaching out of the area or out of state is a privilege for high performing students who have met all the requirements for internship. Completing the "Out of Area Teacher Internship Request" form does not guarantee approval. If you fail an out of area student teaching, and qualify for a second attempt at internship, the second internship will be required in our local area to give you the needed support. \_\_\_\_ initial that you understand this preface.

The following requirements must be met before completing and submitting the "Out of Area Teacher Internship Request" form.

- **You have a 3.7 cumulative grade point average (attach unofficial transcript).**
- **You have successfully completed, or are in line to complete, all coursework and practica prior to the semester you are to student teach ( transcript)**
- **You have demonstrated integration of Knowledge, Skills and Dispositions throughout your program. To attest to this you need two letters of support for this request from faculty who have experienced your work. Please ask the faculty members to talk to your knowledge, skills and dispositions towards teaching in their letters.**

### Procedure:

- As soon as you have learned that an out of area student teaching is imminent, meet with your Advisor to discuss your "Out of Area" internship and obtain approval to proceed with the application. Submit all required paperwork to your advisor.
- Complete the "Out of Area Teacher Internship Request" form and attach all necessary documentation (see above); this becomes your request for out of area internship.
- Your advisor will then review your request and then forward it the Field Experience Committee for review.
- The Field Experience Committee then sends your request to the Dean, who has the final approval.
- Your advisor will be the one to communicate your application results to you and shepherd the process for you.

### If approved:

- **Placement:** Find your own placement, you can ask the SMU placement specialist to help you if need be. Minimum qualification: principal of school has to approve the teacher to be your expert mentor, the teacher must be willing to mentor an intern, 3 years certified experience, must have experience at the grade level you want to intern in.
- **University supervisor:** The university supervisor must hold a Master's degree, be willing to use SMU internship materials, and be willing to learn about or have knowledge of the edTPA, Washington requirements, and Saint Martin's University requirements. Work with Director of Field Experience to find a qualified supervisor.
- **Register for Teaching Internship (check the section) (10 cr) and Seminar (2 cr).** Your teaching internship is 16 weeks long from the first day you start. Follow the Phase In schedule in your Teacher Internship Handbook.
- **Meet with the Seminar Instructor to determine seminar responsibilities before leaving the area.** If possible, you should attend large group seminar. There is distance option for seminar except for Intern Orientation; typically you are required if at all possible to attend the orientation.

- You, with your University Supervisor, and your Mentor Teacher, are responsible for completing all requirements for WA certification, including the edTPA. All evaluations must be passed, and your e-portfolio complete to pass teacher internship.
- All seminar assignments must be completed substantively to pass intern seminar
- Contact the SMU Certification Specialist to apply for WA certification when you finish and pass all teacher internship requirements.
- If you are going out of state, contact the State Department of Education of the state in which you will be completing your internship to learn their certification requirements.

Director of Field Experience Dr. Rebecca Campeau [RCampeau@stmartin.edu](mailto:RCampeau@stmartin.edu).

SAINT MARTIN'S UNIVERSITY  
College of Education and Counseling  
**Out – of – Area Teacher Internship Request**

Date \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Student Internship \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Year \_\_\_\_\_

Endorsement areas \_\_\_\_\_

Requested location for internship: \_\_\_\_\_

Reason for Request:

Please attach a one-page typed explanation detailing the reasons for your request.

Signatures (must be obtained in order)

1. Student's Advisor: (Please route to remaining people for signatures)

\_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_\*

2. File Review:

\_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_\*

3. Director of Field Experience (for Field Experience Committee):

\_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_\*

4. Dean:

\_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_\*

\*Reasons for Denial and/or Comments:

**I understand there will be minimal assistance from the Saint Martin's faculty and staff in completing the teacher internship requirements. I must pass the edTPA in order to obtain my certification.**

Student's signature \_\_\_\_\_