

## Internship 1 Waiver Guidelines for the Early Childhood pk-3 & P-5 Program (6/1/20)

**Petitions submitted after 5/1/20 will be evaluated using these revised Guidelines.**

For students in one of the P-5 programs, including the undergraduate program, the master's program, or the licensure program at the master's level, one of the requirements is the completion of Internship 1. **If you have had an equivalent experience and are sure you are competent to move directly to Internship 2 and work at a high level of competence, you are eligible to petition to waive this requirement.** In order to do so, you must have taught:

- at the pre-kindergarten or kindergarten-grade five level
- as a classroom teacher (not an aide or short-term substitute)
- in a regular education program
- for a minimum of two years either pre-K or K-5 level by the time of Internship 1
- within the last 5 years

**ALL OF THE ABOVE MUST BE "YES" and all of the documentation below must be included FOR YOUR PETITION TO BE ACCEPTED FOR CONSIDERATION**

You must submit documentation (Center, District, or School, teaching evaluation/observation forms, letters, etcetera: including copies of other district or school evaluations that have been completed on your teaching.) from 4 detailed observations of your teaching from 2 persons (2 from each) who are/were in a supervisory relationship to you. Both should have observed you at least twice and should present evidence that they have observed your teaching over time. You must also have 2 observations from your Rotation 2 Instructor during Rotation 2 (your petition will not be considered without these observations.) All submitted documentation must affirm that-in the observer's professional judgment-you are fully capable of implementing developmentally appropriate practice in the classroom. Specifically, the documentation submitted must attest to your competence in all the following areas:

- using appropriate teaching methods, strategies, and materials
- planning on both a long-term and daily basis
- developing and implementing curriculum
- evaluating children using both traditional and authentic assessment
- establishing warm, supportive relationships with children which facilitate the growth of competence
- adapting teaching strategies to meet learners' diverse needs
- guiding children's behavior appropriately, individually and in groups
- interacting professionally and positively with other professionals and parents/families

In addition, you need to include:

- a unit/project plan that you have implemented
- along with at least two complete lesson plans that were a part of that unit/project. Both lesson plans should include all the following, at minimum:
  - standards, benchmarks, and grade level indicators;
  - goals and objectives;
  - materials;
  - procedures;
  - completed assessment; and
  - a reflective self-evaluation.

Use the teaching plan format from ECE 341 Rotation 2.

The, recommendation of your course instructor in ECE 341 Rotation 2 will also be needed for the Internship 1 waiver. His/her recommendation will be based on 2 observations--one of them unannounced--of you working in your field experience classroom. You must receive ratings of "Observed" on at least 4 items in each domain. The instructor will also consider the evaluation by your mentor teacher. (You may submit the other documents by the deadline and then get your mentor teacher's evaluation to your advisor when it is completed.) **Students who do not receive a favorable recommendation from the ECE 341 Rotation 2 instructor, will NOT be allowed to waive Internship 1.**

#### **Procedures to petition for Internship 1 waiver:**

- Obtain a petition form from the Education Student Services Center Office in JH 170.
- Fill out the petition form with all the specific details of your teaching experience, including the age group you taught, where, when, and for how long,
- Include details of your teaching responsibilities in the bulleted areas listed on the other side of this page,
- Indicate that you are waiving Internship 1 and note whether you are waiving it at the pre-k or k-5 level,
- Attach all the documentation
- Submit the completed petition to your advisor by August 15 or January 15 of the semester **before** you would be taking Internship 1 if you were not waiving it.
- Note that you may petition to waive either Internship 1 or Internship 2, not both.
- Remember to complete all applicable Taskstream eportfolio requirements for Checkpoint # 1 before Internship 1 and Checkpoint # 2 before Internship 2.

If your petition is approved and you are in the *master's program only*, then you must replace the Internship 1 credit hours with an equal number of credit hours from the list of program electives. If your petition is approved and you are in the undergraduate program, an equivalent number of credit hours must be completed only if you will not have 120 credit hours to graduate without them. Check with your advisor.

Undergraduate students and those in the licensure program at the master's level must complete both Internship 1 and Internship 2. The two internships must meet the following requirements:

- At least one of them must be urban;
- Only one can be in a parochial school.
- One must be at the pre-kindergarten level and the other must be at the kindergarten-grade 5 level.
- [if a student waives Internship 1 at the pre-k level, then Internship 2 must be conducted at the k-5 level. If a student waives Internship 1 at the k-5 level, Internship 2 must be conducted at the pre-k level. Similarly, if the student waives Internship 1 based on teaching experience in a suburban school, Internship 2 must be at an urban school. If the student waives Internship 1 based on teaching experience at a parochial school, Internship 2 must be at a public school (that must also be urban if the waiver school is not).
- Students who are only seeking a master's degree in Early Childhood Education are only required to complete practicum and it can be at the pre-kindergarten through grade five level.

Please be sure you have read and thoroughly understand the requirements. Petitions cannot be considered unless you meet all the criteria.

<b>Internship 1 Waiver quick checklist for the P-5 Program (5/20)</b>		Yes	No
1	You have taught:		
	at the pre-kindergarten or kindergarten-grade five level:		
	as a classroom teacher ( <u>not an aide or short-term substitute</u> )		
	in a regular education program		
	for a minimum of two years by the time of Internship 1		
	within the last 5 years		
<b>ALL OF THE ABOVE MUST BE "YES" FOR YOUR PETITION TO BE ACCEPTED FOR CONSIDERATION</b>			
2	Documentation		
	4 detailed observations of your teaching from 2 persons (2 from each) who are/were in a <u>supervisory relationship</u> to you (NOT AT CSU) Both should have observed you at least twice and should present evidence that they have <i>observed your teaching over time.</i>		
	You must also have 2 observations from your Rotation 2 Instructor during rotation 2 (your petition will not be considered without these observations.)		
	This documentation must affirm that- in their professional judgment-you are fully capable of implementing developmentally appropriate practice in the classroom. Specifically. the documentation must attest to your competence in <u>all the following areas:</u>		
	using appropriate teaching methods, strategies, and materials		
	planning on both a <u>long-term</u> and <u>daily</u> basis		
	<u>developing and implementing curriculum</u>		
	<u>evaluating children</u> using both traditional and authentic assessment		
	establishing warm, supportive relationships with children which facilitate the growth of competence		
	<u>adapting teaching strategies</u> to meet learners' diverse needs		
	guiding children's behavior appropriately, individually and in groups		
	<u>interacting professionally</u> and positively with other professionals and parents/families		
	<u>a unit/project plan</u> that <u>you have developed and implemented</u>		
	along with at least two complete lesson plan (Use teaching plan formats from ECE 341 Rotation 2 course.) that was part of that unit/project. Both plans should include all the following, <u>at minimum:</u>		
	<ul style="list-style-type: none"> <li>• standards, benchmarks, and grade level indicators;</li> <li>• goals and objectives;</li> <li>• materials;</li> <li>• procedures;</li> <li>• completed assessment;</li> <li>• and a reflective self-evaluation.</li> </ul>		
	A copy of your Rotation 2 Mentor Teacher's evaluation of you.		