



Presented by The Office of Field Services

FINAL YEAR INTERNS

Requirements for the Last Year

STEPS TO COMPLETING YOUR FINAL YEAR

OFS Application

Fellowship

ESSC Advising Office

Non-Academic Prerequisites

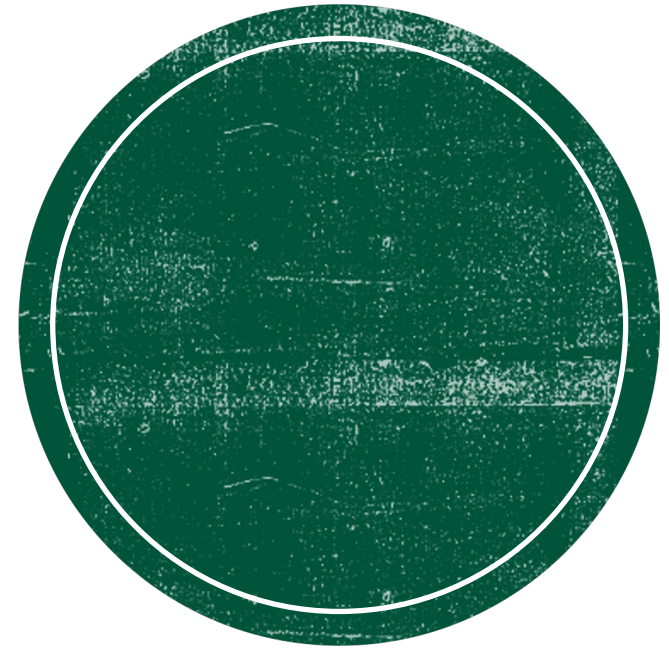
Taskstream Requirements

Student Orientation

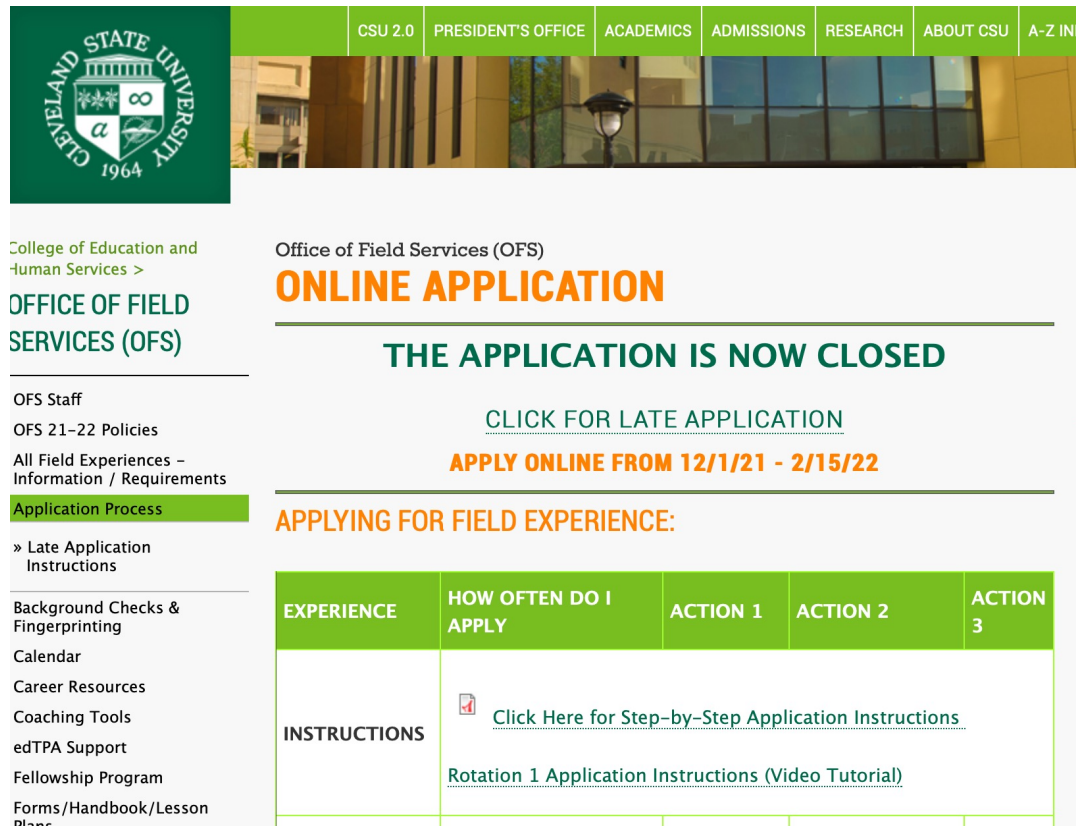
Field Guidelines and Expectations

Contact Information & ZOOM Office Hours

APPLICATION PROCESS



STEP 1: COMPLETE THE OFS APPLICATION



College of Education and Human Services >
OFFICE OF FIELD SERVICES (OFS)

OFS Staff
OFS 21-22 Policies
All Field Experiences – Information / Requirements
Application Process
» Late Application Instructions
Background Checks & Fingerprinting
Calendar
Career Resources
Coaching Tools
edTPA Support
Fellowship Program
Forms/Handbook/Lesson Plans

Office of Field Services (OFS)
ONLINE APPLICATION

THE APPLICATION IS NOW CLOSED

[CLICK FOR LATE APPLICATION](#)
APPLY ONLINE FROM 12/1/21 - 2/15/22

APPLYING FOR FIELD EXPERIENCE:

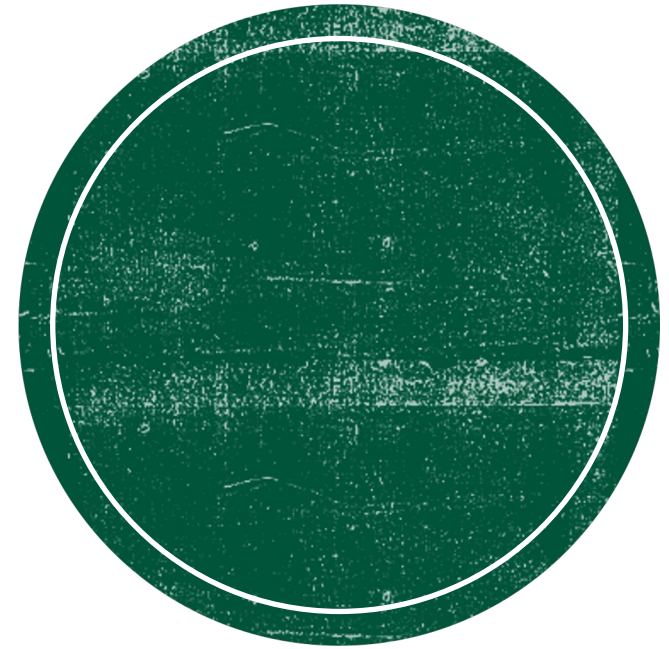
EXPERIENCE	HOW OFTEN DO I APPLY	ACTION 1	ACTION 2	ACTION 3
INSTRUCTIONS	Click Here for Step-by-Step Application Instructions Rotation 1 Application Instructions (Video Tutorial)			

- Go to the OFS Website and click on the Application Process link
- Complete the application for Final Year
- Submit the application by the deadline
 - Fall Interns: February 15th
 - Spring Interns: September 15th
- Watch for communication through email from OFS late February!

Contact: Aimee Furio

<https://levin.csuohio.edu/office-of-field-services/online-application>

FELLOWSHIP



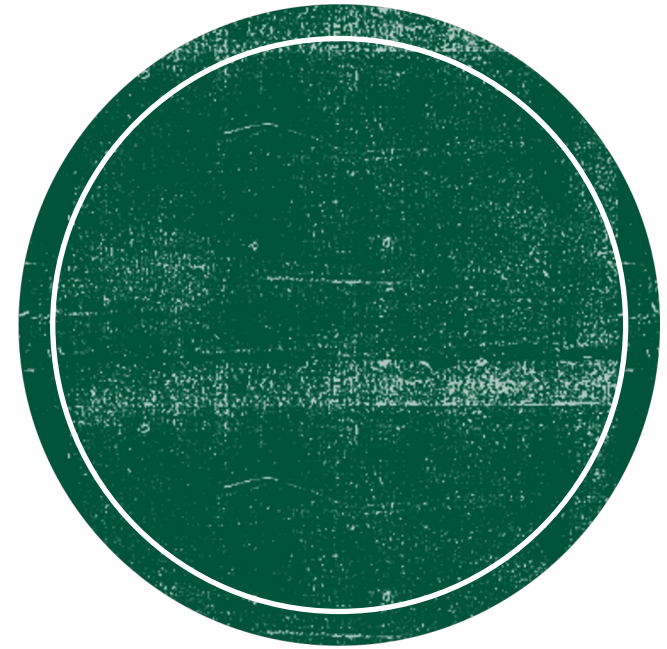
STEP 2: APPLYING FOR FELLOWSHIP



- The Fellowship is a PAID internship that includes professional development opportunities for those interested in urban education
- All incoming final year students are eligible to apply, application opens in early spring semester
- The Fellowship fulfills the requirement for final year field experiences. Note: CSUTeach (Apprentice Teaching) will include additional hours.
- CMSD Fellowship is funded on a yearly basis
- To apply, go to the OFS Website and click the [Fellowship link](#)

Contact: Courtney Nudell

ESSC ADVISING OFFICE



STEP 3: MEET WITH AN ESSC ADVISOR

College of Education and Human Services >
COLLEGE ADVISING OFFICE (ESSC)

Admission Requirements
College Advising Office (ESSC) - FAQ
College Advising Office (ESSC) - Hepatitis B Shots
Programs
» Undergraduate Programs
» Graduate Programs
Criminal Background Checking & Fingerprinting
Graduation Process
Licensure Tests & Applications
Meet our Academic Advisors

College Advising Office (ESSC)
COLLEGE ADVISING OFFICE (ESSC)
Virtual Drop-In Advising Via Zoom
Monday, February 28 – Friday, March 11
9:00AM – 11:30AM & 1:00PM – 4:00PM
Visit our Zoom Connection:
<https://csuohio.zoom.us/j/9240734484>
to remotely meet an ESSC Advisor during virtual open drop-in hours

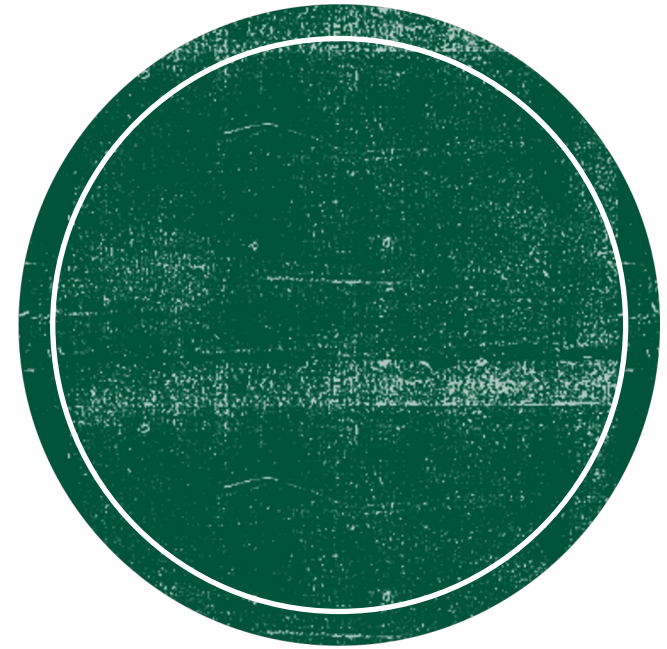
Schedule Classes
ESSC Phone: 216-687-4625
 Questions
ESSC Email: coe.advising@csuohio.edu
 Course Permissions
engagedessc

<https://csuohio.zoom.us/j/9240734484>

- Set up an appointment with ESSC Advisor to complete an academic prerequisite check after you have completed the OFS application
- Enroll in your field courses

<https://levin.csuohio.edu/essc/essc>

NON-ACADEMIC PREREQUISITES



STEP 4: PROGRAM REQUIREMENTS

In this section, we will review:

- Program Specific Requirements
- When to take the OAE Exams
- BCI/FBI Information
- District COVID Policies
- International Student Requirements

PROGRAM SPECIFIC REQUIREMENTS

Final Year Requirements											
Program Area	*BCI Results	*FBI Results	*TB Results	Hepatitis B series 1. 2. 3.			*ODJFS Medical Statement (Physical)	Unofficial CSU Transcript (or High School Diploma)	Pearson (OAE) Exams (provide PROOF) For IT2, AT2 and Student Teaching only. (Go to oh.nesinc.com)		
Early Childhood (PK-3)	✓	✓		✓	✓	✓	✓	✓	001•	012	190
Early Childhood (PK-5)	✓	✓		✓	✓	✓	✓	✓	057/001•	018/019♦	190
Early Childhood Intervention	✓	✓		✓	✓	✓	✓	✓	001•	013	190
Mild/Moderate	✓	✓		✓	✓	✓			004•	043	190
Moderate/Intensive	✓	✓		✓	✓	✓			004•	043	190
Middle Childhood	✓	✓							002•	ELA 028, SCI 029, Math 030, SS 031	190
Secondary	✓	✓							003•	ELA 020, MATH 027, SCI 024, SS 025, CHEM 009, PHY 035	
World language (Spanish/French/Mandarin)	✓	✓							004•	OPI	WPT
Music	✓	✓							004•	032	
TESOL	✓	✓							021•		
Physical Education	✓	✓	✓	✓	✓	✓			004•	034	023
Speech	✓	✓	✓								

Nonacademic prerequisite rev. 2022-2023 AF

•Note: edTPA replaces APK with passing score, see website for details

♦Note: 055 will replace 018/019 in 2023, check website for details

ALL INTERNS

- BCI/FBI

Early Childhood/Early Intervention Specialist

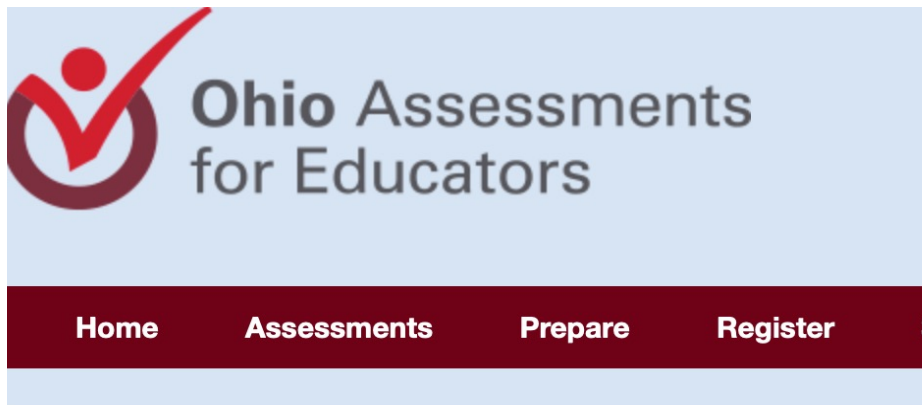
- ODJFS Physical Form*
- Proof of 3 Hep B Shots*
 - Students born after 1991 had this shot as a child

- Special Education: Mild/Mod and Mod/Intense

- Proof of 3 Hep B Shots*

Speech Pathology

- TB Results*



OAE EXAMS: RESOURCES AND INFORMATION

[Home](#) / [Assessments](#) / What Assessments Do I Need to Take?

What Assessments Do I Need to Take?

Ohio Assessments for Educators

College of Education and Human Services >

OFFICE OF FIELD SERVICES (OFS)

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GoReact

Mentors

Orientation – Spring 2022

OAE Exams & Prep

Professional Development Opportunities

Office of Field Services (OFS)

OAE EXAMS & PREP

REVIEW THE RESOURCES BELOW FOR HELP WITH SPECIFIC EXAM

If you still need help with OAE exams, please reach out to OFS to set up a m


GENERAL QUESTIONS	RESOURCE
OAE Website	Click Here
What assesments do I need to take?	Click Here
Ohio Department of Education Licensure Requirements	ODE Licensure Requirements – 4/1/2021
	ODE Licensure Resources
	Prepare for Initial Licensure
	Contact ODE for specific licensure requirements: (61-3593.
College Advising	Program Requirements

- Interns must show proof of OAE registration prior to going into their final semester (Student Teaching/AT2/IT2)
- **APK Exams***: ODE has determined that successful completion of the edTPA to be an allowable alternative to the Assessment of Professional Knowledge with a passing score. Contact OFS for more information.
- Interns must PASS all OAE Exams prior to applying for licensure
- For resources and more information, visit the OFS and OAE websites

*Students complete the edTPA in their final semester. They must pass edTPA with a score of 37 for it to replace the APK

<https://levin.csuohio.edu/office-of-field-services/oae-exams-prep>

BCI/FBI REQUIREMENTS



COMPLETED THROUGH ESSC

Background Checks

APPOINTMENTS AVAILABLE
MONDAY THROUGH FRIDAY

[Click for Information](#)

All Students entering the field this fall must have a current background check (BCI/FBI)

<https://levin.csuohio.edu/office-of-field-services/background-checks-fingerprinting>

Only students with current FBI / BCI results on file with OFS will be permitted in the field.

**KNOW YOUR EXPIRATION DATE!
IT IS YOUR RESPONSIBILITY!**

CSU Policy states that background checks expire one-year from the completion date.

Interns may not be in the field with expired documents. It is the responsibility of the Intern to complete a yearly background check and notify the Office of Field Services.

COVID UPDATE

In order to secure placements for our final year field experiences, the Office of Field Services partners with over 75 districts and schools in the northeast Ohio region. As districts continue to respond to the covid crisis, some have now mandated proof of COVID-19 immunization. Please continue to monitor the OFS website for the most up-to-date information.

INTERNATIONAL STUDENTS



CONTACT THE CENTER FOR
INTERNATIONAL STUDENT
PROGRAMS PRIOR TO GOING
INTO THE FIELD.



ALL INTERNATIONAL
STUDENTS ARE REQUIRED
TO COMPLETE CURRICULAR
PRACTICAL TRAINING (CPT)

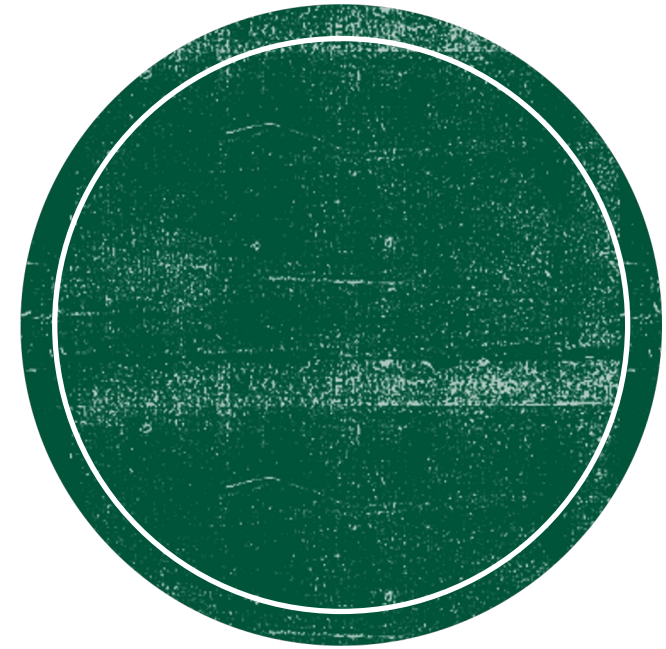


VISIT THE WEBSITE FOR
MORE INFORMATION

<https://www.csuohio.edu/international/international>



TASKSTREAM REQUIREMENTS



STEP 5: TASKSTREAM



COMPLETE

All Final Year Interns must complete their Checkpoint in Taskstream



DETAILS

Details and deadlines will be provided through email this semester from Dr. Yusko.

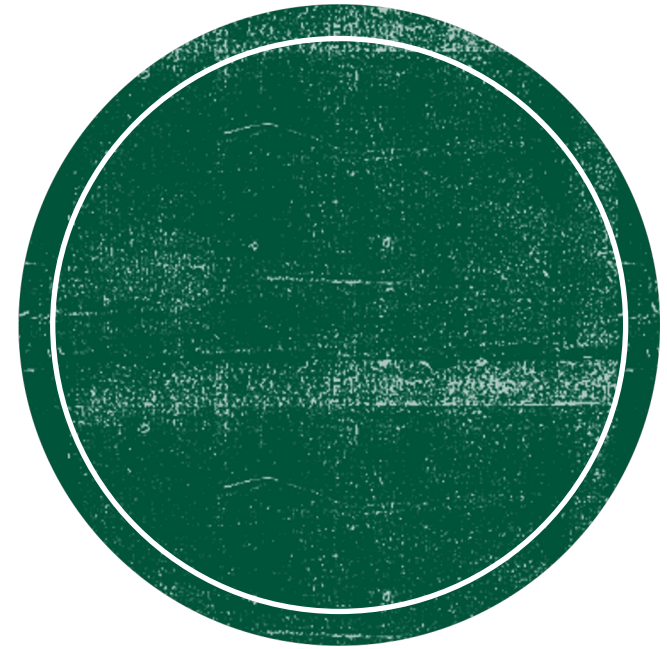


CONTACT

Dr. Yusko
b.yusko@csuohio.edu.

NOTE: In Rotation 1, Students will be given a code to subscribe to Taskstream for 1 year. After the 1st year, Students are responsible for renewing their Taskstream account. If you need financial assistance, please reach out to Dr. Yusko.

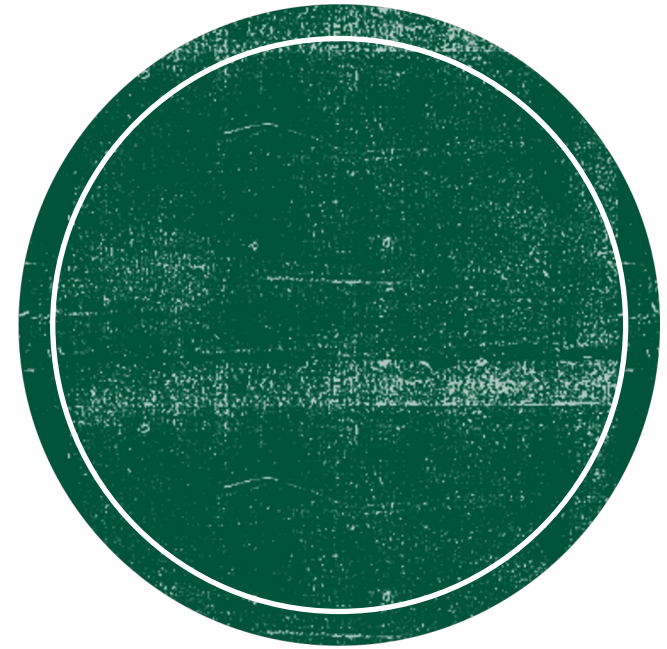
LET'S RECAP THE REQUIREMENTS



WHAT TO DO AND WHEN TO DO IT!

1. **TODAY! BCI/FBI: pick up a copy from ESSC and renew each year on the expiration date! (Slide 13)**
2. **2/15/23 Deadline: Submit OFS Application (Slide 4)**
3. **2/15/23 Deadline: Submit Fellow Application – New Deadline (Slide 6)**
4. **2/20/23: Email from OFS with next steps**
5. **3/1/23 Deadline: Meet with ESSC Advisor for Academic Prerequisite Check (Slide 8)**
6. **3/1/23 (Approx date): Email from Dr. Brian Yusko for Taskstream requirements (Slide 17)**
7. **5/1/23 Deadline for Early, SPED, DREAM, Speech: Non-Academic Prerequisites (Slide 11)**
8. **5/1/23 (Approx date): Taskstream Checkpoint Self Analysis Due (Slide 17)**
9. **5/1/23-5/31/23: Receive Fall 2023 Field Placement email from OFS. Reach out to Mentor!**
10. **SUMMER 2023: Prepare for OAEs! (Slide 12)**
11. **SUMMER 2023: Review OFS Intern Handbook, Professional Dispositions, Boundaries, etc!**
12. **8/24/23: Attend Mandatory Orientation**

STUDENT ORIENTATION



SAVE
THE
DATE:
STUDENT
ORIENTATION

Step 6: MANDATORY ORIENTATION

August 24, 2023

Mandatory Student Orientation

10:00am - 12:30PM

Child Abuse Recognition Training

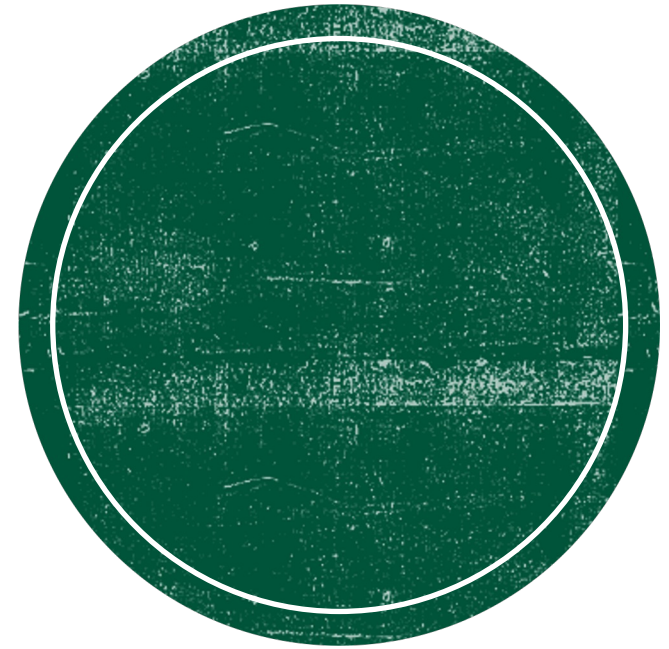
2:00PM – 4:00pm. (Times may vary depending on morning session)

All Interns must attend the mandatory Student Orientation.

If you have not taken Child Abuse Recognition Training in the past 3 years, you must complete the training. *Please note: if you do not attend Child Abuse training, you will have to complete it at your own cost.

***ORIENTATION LOCATION ON CAMPUS**

PREPARING FOR THE FIELD & EXPECTATIONS



The OFS Handbook, Professional Dispositions, Boundaries and Consequences, Field Experience Guidelines and links to the CEHS Petition can all be found on the [OFS Website](#).

STEP 7: PREPARING FOR THE FIELD



Review the OFS Handbook



Review Field Experience Guidelines



Check your VIKES email for updates



Do not contact school districts to set up your own placement



Special match requests must be submitted through a CEHS Petition – contact Advising.



Complete your academic prerequisite check with advising and submit your non-academic prerequisites.



Review Professional Dispositions and Boundaries & Consequences



Contact your mentor teacher after you have received a confirmed match.

FIELD EXPECTATIONS PRACTICUM, INTERNSHIP 1 & APPRENTICE TEACHING I

Contact your mentor teacher when you receive your confirmed match from OFS

Your first day in the field is the first day of the semester

Early Childhood, Middle Childhood and Special Education are in the field 12 hrs a week, 4 mornings a week. (Semester hours = 180 hrs)

Secondary (AYA) are in the field 5+ hours a week. (Semester hours = 80 hrs)

All Interns attend seminar 1x a week

All Interns complete observations with both their Mentor Teacher and assigned CSU Field Supervisor throughout the semester.

All Interns complete a mid semester and end of semester TRIAD meeting with their Mentor Teacher and CSU Field Supervisor.

Review the OFS Handbook for attendance, dress code, social media, and all other policies.

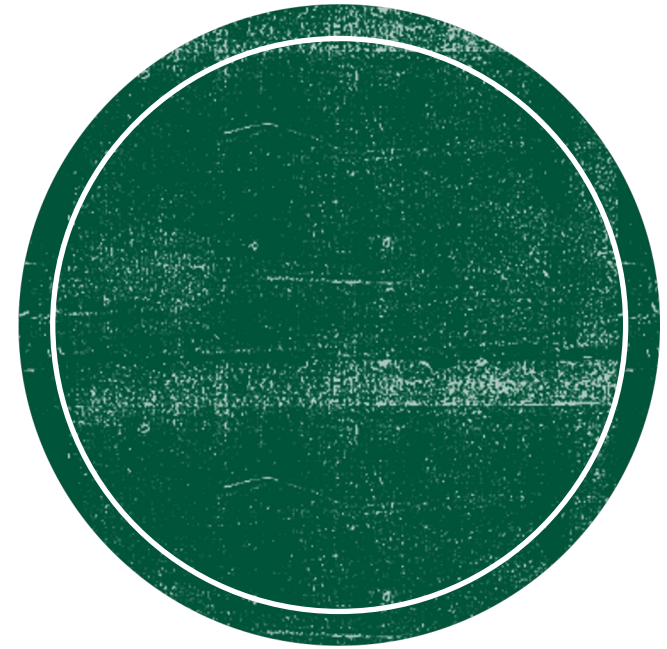
* SPEECH and TESOL students refer to your program area for hours and observation policies.

FIELD EXPECTATIONS STUDENT TEACHING, INTERNSHIP 2 & APPRENTICE TEACHING 2

- Contact your mentor teacher when you receive your confirmed match from OFS
- Intern 2s can start before the semester begins but must coordinate with both their Mentor Teacher and CSU Field Supervisor. Otherwise, the first day in the field is the first day of the semester
- All Interns are in the field all day, everyday – follow the Mentor Teacher’s schedule.
- Early, Middle, Special Education, and Music are in the field 15 weeks. Secondary (AYA) are in the field 12 weeks.
- All Interns* attend seminar 1x a week
- All Interns* complete observations with both their Mentor Teacher and assigned CSU Field Supervisor throughout the semester.
- All Interns* complete a mid semester and end of semester TRIAD meeting with their Mentor Teacher and CSU Field Supervisor.
- All Interns* complete edTPA – visit the OFS Website for details
- Review the OFS Handbook for attendance, dress code, social media, and all other policies.

* SPEECH and TESOL students refer to your program area for hours and observation policies.

CONTACT INFO & ZOOM OFFICE HOURS





OFS Staff

Anne Price, Director

Aimee Furio, Admin. Coordinator

Courtney Nudell, Recruitment & Retention Coordinator

Noah Carlson, Program Coordinator

David Lammert, Program Coordinator

Sharyn Turner, Program & edTPA Coordinator

Krista Shingary, Graduate Assistant

Phone: 216-687-4616

Email: OFSassistant@csuohio.edu

ZOOM Office Hours: Tuesdays 2pm -4:30pm

Visit the OFS Website for the link