

Jacksonville State University
College of Education and Professional Studies
Office of Clinical Experiences
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MEMORANDUM

DATE: November 2011

TO: Principals (Hosting JSU Interns)

FROM: Ronda R. Ray, Director of Clinical Experiences

Jacksonville State University

RE: Spring 2012 Internship

You are receiving this memo because I am requesting internship placement(s) in your school for Spring 2012. I am asking your superintendent to return the approved placements list with the cooperating teacher information to me **by Friday, December 2, 2011.**

As you probably know, all cooperating teachers for internship must have **at least 3 years of teaching experience** and a **Master's Degree according to Alabama State Department requirements**. Using teachers *without* these credentials is on possible if there is not another credentialed teacher in our service area and requires a letter from the superintendent that substantiates the appropriate expertise of that particular individual.

NOTE: At the secondary level, we recognize that some of your most qualified faculty members are responsible for teaching AP classes; however, since we require our interns to be solely responsible for 20 full days of teaching during the semester, we are concerned that having an uncertified teacher intern placed in an AP class could create a problem. We **do** hope that *practicum* students may be placed with AP teachers so that they may benefit from the AP teacher's expertise without being responsible for teaching four weeks of an AP class.

Your superintendent has available for you an *electronic copy of the Teacher Intern Handbook and a calendar of important dates for the intern*. I would greatly appreciate your cooperation in disseminating this information to your cooperating teachers (email is encouraged) *so that they have a clear understanding of the internship program and have adequate time to prepare*.

We would like for the interns to be involved in as many typical teaching responsibilities as possible from working with their Cooperating Teacher (CT) on organization of class activities or meeting with parents to attending meetings required of their CT. They will be in their placement for approximately 15 weeks, **returning to the JSU campus for an Internship Orientation on Thursday, January 5, 2012 and for their Internship Reflection Meeting on April 17, 2012**. It is possible that other training days will be required of interns during the semester, but no more than 5 total days are allowed for that purpose.

As always, Jacksonville State continues to appreciate your cooperative efforts to support the Teacher Preparation Program of the College of Education and Professional Studies. ***Please make sure that no intern is receiving compensation unless s/he is a hired 5th year Alternative Student.*** If you have any questions, concerns, or if I may be of assistance, please do not hesitate to contact my office: 256.782.5854 or rrey@jsu.edu.

Thank you very much for your help each and every semester!