CRITERIA FOR ON-THE-JOB INTERNSHIPS IN SPECIAL EDUCATION

Statement of Policy
Graduate students may enroll in an on-the-job internship in special education if they meet all of the criteria below. The following criteria must be submitted by the following:

- **November 1** for a spring semester internship
- **April 1** for a summer semester internship
- **May 1** for a fall semester internship

Note: There are limited placements available for internships for summer, and the availability of such placements will be subject to review by the special education faculty.

Graduate students may enroll in Internship(s) in Special Education while employed in a paid position if they meet all of the criteria below.

The following documents must be submitted for initial approval:

1. A completed application. The following information will need to be completed on the application.
   a. Area of Internship(s)
   b. Number of credits for each internship
   c. Location of internship(s)
   d. Number of students you will be working with for each internship (i.e. if you are completing an ID internship and an ASD internship, you must include how many students with ID you’ll be working with as well as how many students with ASD you’ll be working with during your internships.)
   e. Submission of current teaching license OR receipt of FBI Identification Record.

Should a distant student prefer to do a traditional (non-paid) SPED Internship, the student is responsible to identify a site, as well as a mentor teacher to supervise their experience.

*If any of the criteria are not met, the on-the-job internship will not be approved.*
**Criteria**

1. Read the *Internship Guidelines* or to become knowledgeable about the internship guidelines and expectations.

2. The plan submitted by the student in the online application form will describe how the required hours will be met and how many students the intern will oversee. A minimum of two students should be on the intern’s caseload in the exceptionality category of the internship. Each semester credit earned translates to 60 clock hours of student contact time. Time spent consulting with teachers and parents, conducting assessments, completing paperwork, and participating in meetings and any other non-student instructional time contact is above the 60 hours per credit.

3. Recommendation for approval of an on-the-job internship must be made by agreement of the special education program area faculty at UND. To obtain this approval, the student should submit all documentation by the semester deadline to their academic advisor. All documentation will be submitted along with the application in electronic form.

4. The majority (75% of coursework) must be completed prior to the semester of the internship with 50% of this coursework completed at UND. Advanced methods courses in the appropriate exceptionality category must be taken at UND and either (a) taken in advance or (b) concurrently with the internship. This includes the advanced assessment course. A transcript of completed courses must be provided to verify these criteria.

**Requirements/Grading**

Required written assignments will be submitted to and graded by the University supervisor. The University supervisor in consultation with the mentor teacher will award a letter grade for the internship.

Note: Students enrolled in special projects and partnerships between the University and a school district may be approved by criteria other than that stated above (e.g., Resident Teacher).