

## How to Apply for an Internship

FSU-Teach offers paid math/science/education internships to students committed to completing the program (see <http://www.fsu-teach.fsu.edu/support.php>). These internships are in settings that allow students to build on their formal course experiences. In the past, students have held internships in the following settings:

Challenger Center  
Brogan Science Museum  
FSU Herbarium  
Tallahassee Museum  
Science research labs on campus  
Local elementary, middle, and high schools

Please follow these steps when applying for an internship:

1. Apply for an internship by completing the application attached and sending it to Robin Smith, 209 Carothers Hall (MCH), [smith@bio.fsu.edu](mailto:smith@bio.fsu.edu). Please be aware that if you are applying for an internship for the first time, you need to list 3 choices for internships.
2. Robin Smith will match students to the internship according to the needs, schedules, and interests of both the student and the employer and contact the employer with the name(s) and contact information of the applicant(s). **DO NOT CONTACT THE EMPLOYER YOURSELF.**
3. The employer will contact you to set up an interview. **PLEASE RESPOND PROMPTLY TO ALL EMAILS AND PHONE CALLS, SPEAK CLEARLY, AND DRESS PROFESSIONALLY FOR THE INTERVIEW.** This is just like a real job interview, and if the employer is not impressed, they do not have to hire you. Another student can be hired.
4. If you are hired, please contact me immediately so that I can provide instructions for being “appointed.” This means filling out lots of paperwork, completing an online application, and providing your ACTUAL Social Security card so that you can get paid. The quicker you complete all of the steps, the sooner you will be paid.

## INTERN INTEREST FORM

Return this form to the UTeach Offices at 4.02 Painter Hall as soon as possible. Your job choices are listed on the UTeach web site

<http://www.uteach.utexas.edu/html/studintern.html>

### Internship Requirements:

1. Interns must turn in a plan sketching out the sequence of UTeach courses they intend to take up through graduation and Apprentice Teaching. Please list the semester and year for each course on the back of this form.
2. Interns must have a GPA of 2.25 or above.
3. Interns must attend their UTeach classes on any day for which they claim internship hours. It is not acceptable to be too sick for class, but well enough to intern the same day.
4. Only one semester in the plan may include an internship without a UTeach class in the same semester.
5. For any semester that includes an internship and no UTeach class, the UTeach intern must attend MASTT meetings.

UTeach will attempt to match you with your first choice for internship site, but priority will be given to students who have been in the program longer. You will be contacted by email. You will be offered an internship, but it may not be your first choice. If your internship site does not work out for any reason, contact Janis Lariviere at [jlaviviere@mail.utexas.edu](mailto:jlaviviere@mail.utexas.edu) at any time during the semester. You may try another internship if you wish.

Name: \_\_\_\_\_ ID# \_\_\_\_\_

email: \_\_\_\_\_ phone \_\_\_\_\_

Did you have an internship last semester? \_\_\_\_\_ Where? \_\_\_\_\_

Do you wish to continue with that internship? \_\_\_\_\_

Do you have a 2.25 GPA or above? \_\_\_\_\_

You must be taking a UTeach class to be eligible for a UTeach internship.

What UTeach class are you taking this semester? \_\_\_\_\_

**DO NOT START WORK UNTIL YOU HAVE RECEIVED AN EMAIL FROM JANIS ASSIGNING YOU TO YOUR INTERNSHIP.**

**(You can only intern during the UT academic year.)**

List your **top three choices** for internship. Work hours cannot exceed 20 per week.

#### #1 Choice

Organization \_\_\_\_\_

Approximate number of hours you wish to work each week: \_\_\_\_\_

#### # 2 Choice

Organization \_\_\_\_\_

Approximate number of hours you wish to work each week: \_\_\_\_\_

#### # 3 Choice

Organization \_\_\_\_\_

Approximate number of hours you wish to work each week: \_\_\_\_\_

**Please list the semester and year you intend to take each of the following UTeach courses:**

**Step 1 (not necessary for Post-Bacs)** \_\_\_\_\_

**Step 2** \_\_\_\_\_

**Knowing and Learning** \_\_\_\_\_

**Classroom Interactions** \_\_\_\_\_

**Perspectives** \_\_\_\_\_

**Research Methods** \_\_\_\_\_

**Project-based Instruction** \_\_\_\_\_

**Apprentice Teaching** \_\_\_\_\_