

Intern Information : UG Intern Graduate Intern

First Name

Last Name

Phone Number

Area of Certification: _____

Internship School and Address: _____

Date of Interview: ___/___/___

Begins: ___/___/___

Ends: ___/___/___

Intern Signature: _____

*This Signature indicates I am aware of my responsibility for contacting the SAU office to facilitate my criminal record check and fingerprinting.
 If you already work in the school you must attach evidence of employment to this form.

Mentor Teacher Information:

First Name

Last Name

Subject

Grade

Email Address: _____

Payment Option: Free Course Tuition Voucher OR \$500 Remuneration PSU W4 and I9 on File

**If your I9 or W4 forms are not on file please make sure they are submitted to the OEP prior to the start of the Internship Placement, otherwise payment will automatically be turned into a voucher.*

~~Mentor Teacher Signature:~~ _____

Mentor Teacher #2 Information (If applicable):

First Name

Last Name

Subject

Grade

Email Address: _____

Payment Option: Free Course Tuition Voucher OR \$500 Remuneration PSU W4 and I9 on File

**If your I9 or W4 forms are not on file please make sure they are submitted to the OEP prior to the start of the Internship Placement, otherwise payment will automatically be turned into a voucher.*

Mentor Teacher Signature: _____

Principal Information:

First Name

Last Name

Phone Number

Email Address: _____

***TO PRINCIPAL OR DESIGNEE:**

Your signature verifies that the mentor teacher assigned to the intern has a minimum of three years teaching experience. Your signature also verifies that your school building meets all applicable safety codes and is approved by the state Department of Education.

Principal Signature: _____

Signatures of all parties indicate a willingness to meet the conditions outlined in the handbook for the placement dates indicated above.

The student should return this form to the Office of Educator Preparation for authorization as soon as possible after the interview. If this document is not returned by the due date (April 30 for Fall Interns and November 30 for Spring Interns), your placement will be canceled.

Signature of the Coordinator of Internship In Teaching

Date