



## VOICE Internship checklist and guidelines

Internships are made available to students who secure teaching positions in accredited schools, in the areas and at the levels that they are seeking certification. An internship requires the collaboration of the University of Houston-Victoria and the cooperating school district. The intern will fulfill certification requirements by serving an internship of two academic semesters while employed as a teacher of record. The intern is jointly supervised by the University of Houston-Victoria and the cooperating school district. **The cooperating school district must be accredited by the Texas Education Agency.**

### Internship Prerequisites

- Bachelor's degree
- Employment as teacher of record by cooperating, accredited school district
- Assignment teaching over one half of the day in subject area and level of teacher certification sought
- Acceptance to Victoria Online Initial Certification for Educators program

### Intern Responsibilities

- Pick up internship application packet from Teacher Education Records Office (TERO) or UHV School of Education and Human Development website
- Complete application for internship
- Submit Mentor Teacher Agreement form to cooperating School District

**All paperwork must be completed and returned to the Teacher Education Records Office by the 12<sup>th</sup> day of class or intern will be dropped from the internship.**

- Register for C&I 6316 Application of Educational Roles & Responsibilities I the fall semester and C&I 6317 Application of Educational Roles & Responsibilities II the spring semester. If you begin working in the spring, you may take C&I 6317 without having taken C&I 6316.
- Before Internship is complete and all course work is complete, take appropriate TExES Pedagogy and Professional Responsibilities test (review, practice, and final)
- Complete VOICE courses
- After completion apply to SBEC for Certification at [www.sbec.state.tx.us](http://www.sbec.state.tx.us)

**NOTE:** The intern must contact TERO prior to resignation from the school district teaching position

### University of Houston-Victoria Responsibilities

- Certification plan
- University internship instructor who will maintain contact by telephone, email, and online; assist and evaluate the intern during the two academic semesters of the internship in accordance with established University of Houston-Victoria teaching guidelines

### Cooperating District Responsibilities

- Assign a mentor teacher to provide mentoring activities as necessary for the intern during the two academic semesters of the internship
- Provide verification to the university of the hire date, content and level taught, mentor teacher information and signed agreement