

Teaching Internship Application Check Sheet

To apply for internship, applicants will submit the following items to the Education Office (HMH 122) by March 1 of the year before you plan to complete your internship.

Required items for application:

- Completed application.** This application is located here:
<http://www.opsu.edu/education/Internship%20Application%20Form.pdf>
- Unofficial transcript.** This can be printed for you in the Education Office.
- Graduation check sheet signed by the registrar.** Your advisor completes this and submits it to the registrar. You need to make arrangements to get it from the registrar or your advisor when it is complete.
- Current degree plan (check sheet) completed by your advisor.**

If any of the above items are not included with your application, it will NOT be processed

- Three recommendation forms filled out by faculty members of your choice.** The faculty members will fill out the forms and submit them to Jeramie. These forms are located here:
<http://www.opsu.edu/education/Internship%20Recommendation%20Form.pdf>
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