

### Paid Internship Request

This form allows Master of Arts in Teaching students to request a paid final internship. Paid final internships are not guaranteed without approval. Students are responsible for completing sections A and B of this form. Students should submit the completed form to the program/field coordinator prior to the first week of classes for the semester in which the student will enroll in final internship. Students will receive a decision to their USF email.

**Prior to submitting a request, students should submit an Intent to Intern Application at the link below:**

<https://www.usf.edu/education/field-and-clinical-education/apply.aspx>

**Section A: To be completed by the student**

Student's Name \_\_\_\_\_ USF ID \_\_\_\_\_ Email \_\_\_\_\_ @usf.edu

Phone number with area code \_\_\_\_\_

Semester/Year you will be enrolling in final internship \_\_\_\_\_ / \_\_\_\_\_ Program of Study \_\_\_\_\_

**Section B. Student should have this section completed and signed by the hiring Principal and Assigned Mentor**

Hiring School \_\_\_\_\_ County \_\_\_\_\_

School Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Grade level \_\_\_\_\_ Class \_\_\_\_\_ Type of position \_\_\_\_\_  
(Ex: History, English) (Ex: teacher of record, long-term substitute)

Teaching load that intern will assume \_\_\_\_\_

Directing/Mentoring Teacher's Name \_\_\_\_\_ Email \_\_\_\_\_

**Teacher must initial appropriate box below indicating he/she meets required qualifications to act as a mentor**

Has taught successfully for at least three years, taken state approved certified training and is certified in the candidate's area of specialization

OR

Has completed a Mentor Teacher Program approved by the district

Principal's name \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

