

PROCEDURAL CHECKLIST-STUDENT TEACHING/INTERNSHIP FOR DISTANCE EDUCATION CREDIT

Follow these steps to obtain graded NMSU credit for student teaching or other internship type programs.

Step 1: Meet with the Student Teaching or Internship Advisor

- Meet with program course instructor to determine eligibility for program.

Step 2: Fill out Study Abroad Agreement-International Distance Education

- If eligible, have course instructor fill out Section C-International Distance Education Course Approval of the the *NMSU Study Abroad Agreement-International Distance Education (SAA-IDE)* form and then have course instructor (or other designated faculty member) sign as course instructor. Students will be enrolled by the instructor in the appropriate course(s) for regular letter grades. *Note: Distance education courses have special sections, so do not attempt to enroll in regular course with the same course number.*

Step 3: Take the SSA-IDE to the Office of Study Abroad for Enrollment in WebCT Orientation Course

- Fill out Sections A and B and take to the Office of Study Abroad. At this time the Office will enroll you in 101SAN-DE WebCT study abroad orientation course.

Step 4: Complete Study Abroad Pre-departure Orientation Requirements

- Complete the WebCT course by Office priority deadline of **October 15** for Spring start or **May 1** for Summer or Fall start. Students who fail to complete WebCT by the priority deadlines are subject to late orientation fees. .
Note: WebCT orientation is in addition to any orientation required by the department supervising the program.

Step 5: Check with Financial Aid about aid available

- To use your available NMSU financial aid (scholarships, grants, loans), meet with Study Abroad Representative in the Office of Financial Aid, Educational Services Building.

Step 6: Complete Travel Arrangements

- Make your own travel arrangements** as early as possible to obtain low fares. Contact the course instructor and the host institution for advice on how to travel to their site and how they will handle your arrival.
- Obtain a passport (apply early since it can take up to 8 weeks), any required visa, and all other documents required for international travel. Find out early at www.embassy.org/embassies if a student visa is required and apply early. **You must have a passport to apply for a visa.**
- Obtain name, address, and phone # of official contact at the organization where you will be teaching or working. Make sure you know your housing and meal arrangements before departing, and know what the internship expectations are.
- Exchange dollars for enough local currency to travel with before departing (or at the airport exchange services upon arriving in country).
- Make arrangements to be met at the airport, or obtain information on how to report to the internship site during office hours and after office hours.

Step 7: Travel to Site and Work

- Present passport at port of entry with appropriate visa.
- Meet with internship supervisor in country and fulfill internship requirements.
- Notify in-country supervisor if you have any problems.

Step 8: Notify Site Supervisor to Submit Evaluations by Deadlines

- Check with course instructor whether in-country supervisor has to submit a formal evaluation of your internship performance. Make sure this is forwarded to course instructor in time for grades to be submitted by the end of the semester.

Step 9: Complete On-line Post Program Survey of Experience

- Complete the on-line survey *Program Final Evaluation-Distance Education ISTP or Intern* available within the 101SAN-DE on-line orientation course. When you submit the survey a copy will be delivered to the Office of Study Abroad and, for student teachers, to the Department. Grades may be delayed for students who fail to submit the survey.

Program Options

The College of Education is sponsoring internships and student teaching options in Mexico and Belize:

- **Muffles College**, Orange Walk, Belize - student teaching in elementary and secondary education
- **Belize Ministry of Education, Youth and Sports** - internships for graduate students
- **University of Belize Regional Language Center (RLC)**, Belmopan - ESL internships for graduate students
- **Centro de Bachillerato Tecnológico Agropecuario No. 90**, Cuauhtémoc, Mexico - student teaching secondary education

At this time no other College is sponsoring any specific internship programs.