



MSU – BPE INTERNSHIP TEACHING ENDORSEMENT HANDBOOK

FIELD PLACEMENT AND LICENSURE
DEPARTMENT OF EDUCATION
MONTANA STATE UNIVERSITY
PO BOX 172880 – 247 REID HALL,
BOZEMAN, MT 59717-2880
PHONE: (406) 994-4761
FAX: (406) 994-1950

TABLE OF CONTENTS

Contact Information	2
Overview	3
Eligibility	4
MSU-Field Placement and Licensure Office (FPLO) Internship Requirements.....	4
Internship Application Process	4
CEEX 280 BPE Internship Course	5
CEEX 280 Assignments.....	5
Field Supervisor Observation.....	5
New Endorsement Courses.....	6
Admission to MSU	6
New Endorsement Area Coursework	6
Finding Coursework	6
Praxis Exam Requirement.....	7
Completion of BPE Internship Program	7

Contact Information

Jamie O’Callaghan, (406) 994-6743, jocallag@montana.edu, Post Baccalaureate Specialist, LEAT Process
Rosemary Madero, (406) 994-4761, rosemary.madero@montana.edu, Licensure Technician, BPE Internship Program Coordinator
Gini Mohr, (406) 994-4762, virginia.mohr@montana.edu, Associate Director, CEEX 280 BPE/Cl. 5 Internship Course Instructor

Overview

As with all professions, specialized training is a prerequisite to specialized practice. However, due to a critical shortage of qualified teachers in some endorsement areas within Montana, the Board of Public Education (BPE) and the Office of Public Instruction (OPI), in cooperation with Montana State University (MSU), has developed a teaching endorsement internship program. The program is referred to as the BPE Internship. This program is available for licensed teachers who are seeking to add an endorsement, and for those individuals in the advanced programs of library media, principal K-12, superintendent, and school counseling. The program relies on Montana school district personnel to recommend candidates and contribute ongoing support and a field supervisor (usually the school district principal).

The BPE Internship endorsement categories that MSU sponsors are:

- Early Childhood-P3
- Elementary K-8
- Secondary 5-12 and K-12 (see [Education Advising Center](#) for endorsement areas)*
- Principal K-12
- Superintendent
- Library Media Certificate K-12
- Master's Family and Consumer Sciences
- School Counselor

MSU does not sponsor any other endorsement categories.

IMPORTANT:

This BPE Internship Handbook is for those individuals who hold a bachelor's degree, or post-baccalaureate. If you are interested in the BPE Internship for master's or advanced programs, please contact those programs directly at these websites:

- [Principal K-12](#)
- [Superintendent Certificate](#)
- [Library Media Certificate K-12](#)
- [Master in Family and Consumer Sciences*](#)
- [School Counseling](#)

* Post-Baccalaureate individuals seeking an added endorsement in Family and Consumer Sciences will follow the LEAT process. Otherwise, those seeking a Master's in Family and Consumer Sciences should contact that department directly.

Eligibility

The first step in determining if you are a candidate for the internship program is to contact [Jamie O'Callaghan](#), (406) 994-6743, Post Baccalaureate Specialist. She guides individuals through a [Licensure Endorsement Assessment Tool \(LEAT\)](#) process. This process ascertains whether a candidate meets OPI's eligibility requirements for the program:

- Hold a current Cl. 1 or 2 Montana teaching license.
- Three (3) years verifiable teaching experienced in an accredited school
- School district verification of a teacher contract or pending contract
- Completion of six (6) credits in new endorsement area *prior* to acceptance into BPE internship program *or enrolled* in six (6) credits in new endorsement area.

MSU-Field Placement and Licensure Office (FPLO) Internship Requirements

In addition to OPI's eligibility requirements, the candidate must meet MSU-FPLO requirements:

- Teacher must be assigned to teach one or more classes in the new endorsement area.
- Submit yearly teaching schedule each fall.
- Complete six (6) credits in new endorsement area each year.
- Enrollment in the CEEX 280 BPE Internship field experience course each fall/spring while participating in the program.
- Submit official transcripts of coursework taken each year.
- Maintain 2.75 > GPA with no grade less than a C.
- Enough time and monetary resources, as well as a high level of commitment necessary to complete the required coursework within three (3) years.

Internship Application Process

Once a candidate has been through the LEAT process and is able to meet both the OPI and MSU-FPLO requirements, the next step is to proceed with the application process for formal acceptance into the internship program. Please either email these documents to, [Rosemary Madero](#), or mail to the FPLO.

- [MSU-FPLO Application](#)
- [OPI Teaching Endorsement Internship Program Application](#)
- [School District Verification Form](#). This form verifies that the candidate is under contract or the district intends to offer candidate a contract and that the district is unable to hire a candidate licensed in the new endorsement area on a Cl. 1 or Cl. 2 license.

Upon review of the application documents, you will be notified if you have been accepted into the BPE Internship program. Details and information regarding the CEEX 280 BPE Internship required course will be provided to the new intern. The field supervisor/school principal (unless otherwise designated) will be notified as well outlining their role and responsibilities.

Please keep the FPLO notified of any changes in address, phone number, or email. On October 1st of each year, and for accreditation purposes, MSU-FPLO will submit a list of current interns to OPI who will update the intern's Montana teaching certificate for the year in the new endorsement area. If an intern chooses to leave the program or is dropped because of failure to complete the requirements, *the intern will not be eligible for re-entry.*

CEEX 280 BPE Internship Course

This course is structured for both the BPE Internship program and those individuals pursuing a Cl. 5 Provisional License. The intern is required to enroll in the CEEX 280 BPE Internship course each semester (fall and spring) for the duration of the program and receives 4.5 continuing education credits (CEU's). ***These credits do not count towards the six (6) credit yearly requirement in the new endorsement area.*** This internship course provides the intern with evidence of current professional development as well as materials for the state requirement that the intern be evaluated by a field supervisor. FPLO will send a registration link 4-6 weeks before each semester.

Fee: \$250.00/semester
Credits: 4.5 CEU's

CEEX 280 Assignments

- Yearly Teaching Schedule (fall only)
- Previous academic year transcripts (to verify six (6) credits taken in new content area – fall only)
- Professional Development Assignments, with a final reflective essay due at the end of the experience
- Two formal observations performed by field supervisor using the Danielson Observation Tool and Performance Assessment, fall semester (Oct-Nov) and spring semester (March-April).

Field Supervisor Observation

The field supervisor for each intern is the school principal (unless otherwise designated) who will conduct two formal observations. The assessment will be both formative (to assist intern with improvements, if necessary) and summative (informing intern if s/he has performed successfully). While the intern is an employee of the district and the district has the authority to keep or fire an employee, MSU-Bozeman is responsible to assign a grade each semester for the internship course. This grade is independent of the evaluation by the district. It would be possible for an intern to fail the internship course and be dropped from the BPE Internship Program yet still be employed by the district. Field Supervisor Danielson Observation/Assessment Links:

[Danielson Observation Tool](#)

[Danielson Year-End Performance Assessment](#)

New Endorsement Courses

Admission to MSU

Interns are required to be admitted to MSU only if they plan on taking coursework at the university. If intern is taking coursework at MSU, contact [Jamie O'Callaghan](#), and she will guide you through the admission process. If intern is not taking any coursework at MSU then intern is only required to take the CEEX 280 BPE Internship course at MSU.

New Endorsement Area Coursework

Coursework may be taken at another campus or online through another institution. ***All courses not taken at MSU-Bozeman must be pre-approved by FPLO, prior to registering.*** If you have questions, contact Jamie O'Callaghan.

Finding Coursework

1. Go to Extended University at <http://eu.montana.edu/> to research coursework offered at MSU-Bozeman.
2. Check other Montana University Systems institutions:
University of Montana: <http://www.umt.edu>
University of Montana-Dillon: <http://www.umwestern.edu>
MSU-Great Falls: <http://www.gfcmu.edu>
MSU-Northern: <http://www.msun.edu>
3. Here is a list of other universities that have courses acceptable to MSU-Bozeman:
Arizona State: <https://asuonline.asu.edu>
Brigham Young University: <http://is.byu.edu/site/>
Columbus State University: <https://online.columbusstate.edu>
Dawson Community College: <https://www.dawson.edu/academics/online/>
Eastern Washington University: <http://outreach.ewu.edu/>
Liberty University: www.liberty.edu
Louisiana State University: <http://sites01.lsu.edu/wp/lsuonline/>
Mississippi State University: <http://distance.msstate.edu/>
Oregon State: <http://oregonstate.edu/>
Ottawa University: <http://www.ottawa.edu/>
Penn State: <http://www.worldcampus.psu.edu/>
Stanford University: <http://online.stanford.edu/courses>
SUNY Empire State College: <https://www.suny.edu/>
The Pennsylvania State University: <https://www.coursera.org/courses?query=online>
University of Arkansas: <https://www.uark.edu/>
University of California: <http://online.cui.edu/>
University of Idaho: <http://dee.uidaho.edu/>
University of Nebraska: <http://online.unl.edu/>
University of Oklahoma: <http://www.ou.edu/>
University of Phoenix: <http://www.phoenix.edu/>
University of Pittsburgh: <http://www.online.pitt.edu/>
University of Texas: <http://www.utexas.edu/>
University of Wisconsin: <http://www.uwex.edu/>
University of Wyoming: <http://www.uwyo.edu/outreach/>
Western Governors University: <http://www.wgu.edu/>
Western Washington University: <http://www.wvu.edu/ee/westernonline>
4. [Family & Consumer Sciences Recommended Substitute Courses.](#)

Praxis Exam Requirement

The Praxis Subject Assessment exam must be successfully passed in the new endorsement area before a university recommendation is made to OPI. Interns should plan to take the Praxis exam **prior** to completion of their internship program. Go to the [FPLO Praxis preparation materials and registration webpage](#) for information. When registering ensure you request the scores be sent to MSU.

Completion of BPE Internship Program

The intern will have completed the three-year BPE internship once the requirements below are satisfied:

- Taken CEEEX 280 BPE Internship course each semester and completed the final assignment.
- Completed all coursework with a grade C >.
- Completion of the equivalent of an approved minor.
- Received a minimum GPA 2.75 > in new endorsement area.
- Submitted all course transcripts to FPLO.
- Praxis Subject Assessment Exam and received a minimum passing score.
- Score a minimum of seven (7) points on MACK.

Upon completion, the intern shall submit an [Educator Licensure Request](#) for the Licensure Technician to make a recommendation to OPI for the added endorsement.

IMPORTANT!

- Failure to successfully complete the minimum of six (6) credits each year will result in the termination of your BPE Internship status.
- Failure to enroll in the CEEEX 280 BPE Internship course and submit all assignments each semester will result in the termination your BPE Internship status.
- It is the intern's responsibility to satisfy these requirements and track when to submit the required coursework and paperwork.