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College of Education Internship Committee Meeting : 2014 : 03 : 05

University of South Florida St. Petersburg. College of Education. Internship Committee.

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Internship Committee Meeting Minutes March 5, 2014 10:00AM-12:00PM

Dr. Bonnie Braun opened the meeting at 10:00AM

I. Committee Members

Members: Dr. Bonnie Braun, and Mrs. Angelica Scarbrough.

II. Approval of Agenda

Dr. Braun called for an approval or additions to the Agenda; no additions were made, and a motion was made to approve. The motion was seconded and passed.

III. Review Internship Minutes

Dr. Braun called for a review of the previous Internship Minutes, December 4, 2013. A motion was made to approve. The motion was seconded and passed.

IV. Open Issues

- **Review of Fall 2014 Final Internship applicants**
The Internship Committee reviewed all fall 2014 Final internship applicants. The reviews determined which applicants will be denied or receive missing items letters which notifies the interns of deadlines to pass and complete all required test scores and coursework.
- **Denial and Missing Items Letters for Fall 2014 Final Intern applicants:**
The Internship committee discussed dates to send missing items and denial letters to the fall 2014 Final Internship applicants. The committee agreed that the letters will be sent out on March 10, 2014 to the applicants.
- **Internship Placement Letters**
Dr. Braun and Mrs. Scarbrough reviewed and discussed the "Internship Placement letters," which notifies the interns of the county and schools they will be placed during the semester. To ensure correct placement, additions were made to the placement letters to guarantee that students confirm their placements in advance. The updated language included in the placement letter is as follows, "*We highly recommend you contact both your Cooperating Teachers to ensure that the assigned classroom meets the internship criteria.*"

- **Late Applications**

Dr. Braun and Mrs. Scarbrough reviewed and discussed the process of denying interns based on late applications. The process still stands that late applications will only be accepted under extenuating circumstances, such as, hospitalization, serious illness, or death in the family. The internship committee will need record of documentation as validation of extenuating circumstance.

V. New Business

- Internship Meeting Committee dates during Spring 2014
April 10, 2014 10:00AM

VI. Adjournment

- Dr. Bonnie Braun adjourned the meeting at 12:00PM
Minutes submitted by: Angelica Scarbrough