Jacksonville State University
Teacher Education Services
Ramona Wood Building Room 207
256-782-5574

Spring 2020 Internship Checkout Information

- You must bring your trial schedule with you to your Checkout Meeting with a Certification Advisor (OR YOUR APPOINTMENT WILL BE RESCHEDULED) in Teacher Education Services, Room 207:

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<td>1. Internship Application</td>
<td>Online; see directions below. <strong>DEADLINE: September 20, 2019</strong></td>
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<td>2. Trial Schedule</td>
<td>Bring your Trial Schedule-signed by your Advisor, to your Checkout Meeting.</td>
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**INTERNSHIP APPLICATION ONLINE DIRECTIONS:**
**DEADLINE TO APPLY 9/20/19**
1. Go to [https://webprod.jsu.edu/internship_app/](https://webprod.jsu.edu/internship_app/) or CLICK HERE
2. Choose Term Spring 2020
3. Complete all information detailed and accurately

**HOW TO SCHEDULE YOUR INTERNSHIP CHECKOUT MEETING:**
- All students will schedule their Internship Checkout Meeting in person by visiting Teacher Education Services, Ramona Wood Hall, Room 207 between the hours of 8:00 a.m. and 4:30 p.m. during the week of September 16-20, 2019.
- Students who are employed as a teacher of record in their own school classroom OR students that live far from campus and do not have class on campus during the week of September 16-20th may email Kay Coger at kcoger@jsu.edu to schedule their Internship Checkout Meeting.

**TES Contact Information:**
Ms. Kay Coger, Secretary  
kcoger@jsu.edu
Ms. Kelly Murray, Coordinator  
kamurray@jsu.edu
Ms. Vicki Trammell, Certification Advisor  
vtrammel@jsu.edu
Ms. Lisa Light, Director  
llight@jsu.edu