**USF School of Music**

Early Release Guidelines for UNDERGRADUATE Students

The following is a set of guidelines that must be followed by final interns seeking an early release from their final internship. All interns are required to complete ten (10) consecutive weeks of classroom time, beginning the first ***official*** day of the final internship placement. If an intern is offered a teaching or permanent substitution position upon completion of this period, he/she ***may be*** released early from an internship **if the respective program honors early release and if the student is eligible for graduation that semester.**

**The intern will:**

Print the **Early Release Request Form** and obtaining ALL of the following documentation:

1. A letter from the principal of the school where the student is interning.

* + The letter must state the position the intern is being hired for at the school where he/she is interning or must recommend the intern for a position that is being offered at another school.
	+ This letter must indicate that both the principal and cooperating teacher support the early release of the intern.

2. A letter from the principal of the school where the student is being hired if the school differs from the assigned school of internship

3. A letter from the university supervisor that confirms the intern has successfully completed both the Internship and Senior Seminar

* + The letter must state that the intern has earned at least a “C” grade in the Senior Seminar IF the program requires a Senior Seminar
	+ The letter must state that the intern has successfully completed final internship.
	+ The final evaluation form must be completed by both the university supervisor and cooperating teacher.

4. A letter from the instructor teaching any class other than Senior Seminar and Internship in which the intern is currently enrolled.

* + The letter should indicate the final grade which will be awarded to the intern.

The intern must submit the completed **Early Release Request Form** and all accompanying documentation listed above to Dr. Jennifer Bugos in the School of Music.

**Cory Carpenter will determine that the intern has completed ALL degree requirements including**:

* Florida Teacher Certification Exam (official passing scores for all necessary portions of the FTCE should be submitted to your academic advisor in Student Academic Services, EDU 106)
* Required overall and Professional Core and Subject Area/Specialization GPA
* All required coursework and university requirements

USF School of Music

Early Release Request Form for UNDERGRADUTE Students in Final Internship

This form is for use when interns in final internship are requesting an early release pending an offer of employment and completion of ten weeks of successful internship.

After Section 1 is completed and all documents are attached, the intern should submit the form and accompanying documents to Dr. Bugos (bugosj@usf.edu).

**Section I: For the INTERN to complete**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

USF ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Initial on the line and attach the required documentation:**

* Letter from Principal of Interning School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Letter indicates that the cooperating teacher has been consulted regarding this decision)

* Letter from Principal Offering Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Letter from University Supervisor indicating a Satisfactory grade in Internship:\_\_\_\_\_\_\_\_\_\_\_\_\_

(Letter indicates that the cooperating teacher has been consulted regarding this decision)

* Letter from Senior Seminar Supervisor indicating a “C” or better grade in programs that require Senior Seminar\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Letter from instructor of any class other than Senior Seminar and Final Internship

**Student’s Signature/Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section II: For Corey Carpenter to complete:**

* Verification that GPA for graduation has been satisfied
* Verification that course requirements for gradation have been satisfied
* Verification that the intern has satisfied all portions of the Florida Teacher Certification Exam necessary for graduation
* Completion Letter developed and delivered to student by Dianne Wood

Academic Advisor’s Signature/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_