Information Packet for the M.A.T. Professional Program in Education and Internship
M.A.T. Program Areas – Secondary, Foreign Languages, and Theatre
http://www.ed.sc.edu/SA/forms.html

I. Application Information

LAST DAY TO APPLY: If you plan to enroll in Internship B in the spring semester, you must submit your application to the Professional Program in Education and Internship no later than March 15th of the previous year. Internship B in the spring semester is strongly advised. In the event that you plan and your program allows Internship B in the fall semester, you must submit the Professional Program in Education and Internship application no later than December 1st of the previous year.

A. Submit completed Application for Professional Program in Education and Internship (http://www.ed.sc.edu/SA/docs/SecIntIn.pdf) to the College of Education (COE) Office of Student Affairs, Wardlaw 113, prior to deadline/last day to apply.

B. If you are applying for internship during the spring semester and will need campus housing during spring break, you must notify the Housing Office one month prior to spring break.

C. The fall portion of your internship, whether it is A or B portion, is likely to begin prior to the first day of classes on the USC-Columbia campus. Students will be required to report to their assigned school the same day teachers are required to report.

D. Be advised that all full-time graduate students (enrolled in 9 hrs. or more), all Graduate Assistants, and all international students must either purchase the University’s health insurance plan or provide evidence of coverage on another comparable health insurance plan.

E. All students admitted to the M.A.T. degree program are subject to the academic regulations of their content area, the Graduate School, and the College of Education. It is the responsibility of each student to be aware of these rules and regulations by obtaining current Graduate Studies Bulletin (catalogue) during the first semester of enrollment, www.gradschool.sc.edu. (For example, students are not allowed to continue in Graduate School if as many as 12 graduate credits with grades of C+ or below are made. See the Graduate Studies Bulletin.)

F. After submission of your application, it will be your responsibility to report in writing any changes in your application information. This requirement pertains to: (1) change of semester selected for internship; and (2) change of name, address, and/or telephone number(s).

II. Application for Certification and Background Check

LAST DAY TO APPLY: If you plan to enroll in Internship B in the spring semester, you must complete the application for certification process submitting all required documents no later than April 15th of the previous year. Internship B in the spring semester is strongly advised. In the event that you plan and your program allows Internship B in the fall semester, you must submit the Professional Program in Education and Internship application no later than December 1st of the previous year.

South Carolina state law requires a background check be conducted by the Federal Bureau of Investigation (FBI) and the South Carolina Law Enforcement Division (SLED) prior to beginning Internship II. A prior criminal record could prevent participation in internships and certification as a teacher in South Carolina.

M.A.T. students are required to:

A. See the Application Information for INITIAL Certification document found at http://www.ed.sc.edu/SA/certification.asp and click on “First South Carolina Certification (Initial Certification)” for information about applying for certification.

III. Admission Requirements for the Professional Program in Education and Internship

Formal admission to the Professional Program in Education and formal admission to Internship are required of all M.A.T. students who wish to complete an approved program leading to initial certification as a teacher.

A. Admission to the Professional Program in Education will be granted upon successful completion of the following:
1. Full admission to the M.A.T. degree program
2. Formal application to the Master of Arts in Teaching Professional Program in Education
3. A minimum overall grade point average (GPA) of 3.00 on a 4.00 scale (graduate);
4. Graduate program (Program of Study) submitted and on file in Student Affairs
5. Satisfaction of all program-specific requirements
6. State-mandated EEDA USC Assessment (available via Blackboard)
7. Foreign Language students only – Advanced Low score on Oral Proficiency Interview (OPI)

B. Internship is that experience listed in the University of South Carolina Graduate Bulletin as internship, within the course descriptions for each program in the College of Education. Admission to Internship requires the following:
1. Full admission to the Professional Program in Education
2. Formal application to Internship
3. A cleared FBI and SLED background check prior to Internship B
4. Successful completion of Internship A prior to being admitted to Internship B
5. Completion of Internship B Recommendation form within the second week of second Internship A placement (faculty supervisor to provide form)
6. Approval of content area faculty
7. Prior to Internship B, successful completion of a minimum of 24 semester hours in the teaching major (may be undergraduate and graduate hours) in which the applicant will begin internship
8. Prior to Internship B, successful completion of a minimum of 15 hours of courses approved by the education advisor in the field of education (undergraduate, graduate, or a combination). Foreign language students must complete EDSE 575 or 576 or 577 or 578 and EDSE 730 (advanced methods of teaching foreign languages course).
9. Secondary Education students only – Participation in an education faculty interview and subsequent approval of education faculty
10. No grade below C in graduate courses in program and overall GPA of 3.00 or higher on all graduate course work
11. Approval by Secondary Education Program Faculty member in student’s content area
12. Consult your content area faculty representative for any additional requirements specific to your area.

NOTE: Internship placements will be limited to the Columbia metropolitan area.

IV. Comprehensive Examinations (Comps)
All M.A.T. students are required to pass a comprehensive examination during Internship B as determined by their M.A.T. content area advisor and their College of Education advisor. Contact your advisors for detailed information.

V. Graduation
LAST DAY TO APPLY: Dates change from semester to semester. Contact the Graduate School, www.gradschool.sc.edu, or visit USC’s homepage for the semester of anticipated graduation.
To graduate with the M.A.T. degree, students must:
A. Submit a completed Application for Degree or Certificate form to the COE Office of Student Affairs.
B. Successfully complete all prescribed undergraduate course work.
C. Successfully complete all Graduate School requirements and graduate courses with a minimum overall 3.00 graduate GPA.
D. Successfully complete course work and experiences as identified by transcript reviews.
E. Successfully perform on graduate comprehensive examination.
F. Obtain final graduation clearance by the Graduate School.
VI. Recommendation for Teacher Certification

To be recommended for certification, students must:

A. Submit the minimum or above required score on the appropriate examination(s) as established by the South Carolina Department of Education before or during Internship and submit scores to the COE Office of Student Affairs and the SCDE.

B. Successfully complete ADEPT requirements with a positive recommendation for certification.

C. Submit one copy of state mandated examination(s) to the College of Education Office of Student Affairs and one copy to the SCDE Office of Teacher Certification.

USC College of Education Office of Student Affairs and South Carolina State Department of Education Office of Teacher Certification
113 Wardlaw Columbia, SC 29208 and 3700 Forest Drive, Suite 500 Columbia, SC 29204

D. Have graduated and graduate degree posted on transcripts.

NOTE: Recommendations for initial teacher certification can not be forwarded to the SCDE until after graduation, official posting of graduate degree, and satisfaction of all fees owed the University. Once forwarded to the SCDE, allow five to eight weeks for processing.

VII. Insurance Information

A. Health Insurance

All full-time graduate students (enrolled in 9 hrs. or more), all Graduate Assistants, and all international students must either purchase the University’s health insurance plan or provide evidence of coverage on another comparable health insurance plan.

B. Professional Liability Insurance

1. Voluntary and required clinical experiences at the University of South Carolina are not covered by professional liability insurance through USC nor through the school district. Liability insurance is available through membership in the student branches of the South Carolina Education Association (803) 772-6553 or the Palmetto State Teachers Association (803) 256-2065, or through various professional development organizations and students are strongly advised to purchase liability insurance. Contact your education advisor for more information.

C. Workman’s Compensation

1. Students engaged in voluntary or required clinical experiences at school districts in South Carolina are eligible for Workmen's Compensation benefits through the University of South Carolina.