



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: Education Deans
District Superintendents

FROM: Mary Hipp
Director, Office of Educator Services

DATE: August 22, 2018

RE: Internship Certificate

This memorandum provides information regarding the Internship certificate as outlined in Regulation 43-53 Credential Classification. To date, the South Carolina Department of Education (SCDE) has issued the Internship certificate for candidates who have earned a bachelor's degree and are enrolled in an approved fifth-year teacher preparation program with established district partnerships. Recently, the SCDE Office of General Counsel reviewed the regulation and determined that a teacher candidate is eligible for the credential prior to the conferral of the bachelor's degree provided that the individual has completed all program and degree requirements with the exception of student teaching and has completed all certification examination requirements.

The relevant portion of the regulation is included below.

43-53. Credential Classification

Effective Date: May 25, 2018

I. Types of Credential Classification

E. Internship Certificate

1. Approved Educator Preparation Program. The Internship Certificate will be issued to individuals who are currently enrolled in an SBE approved educator preparation program in South Carolina and have completed all academic and bachelor's degree requirements, with the exception of the teaching internship, as well as all certification examination requirements. The certificate will be issued for up to one year, and must be requested by the employing school district. Upon completion of the teaching internship and verification by the college or

university that all approved program requirements have been met, the internship certificate will be converted to an initial certificate.

The Internship certificate allows a school district to employ an eligible candidate as a teacher of record while the candidate completes all requirements of the college or university's clinical experience. Because the candidate will be employed by a school district while still enrolled in and completing requirements of a teacher preparation program, the institution and district must establish a well-defined partnership with clearly delineated roles and responsibilities.

An educator preparation provider seeking to utilize the Internship certificate must establish a partnership and develop a memorandum of agreement (MOA) with an employing school district.

The MOA must include, but is not limited to, the following:

- An assurance that an internship candidate has been selected based on articulated criteria and demonstrates the knowledge, skills, and dispositions to be successful in the internship experience. Only candidates who are well-positioned to be successful in an intensive internship experience in which they hold primary responsibility for a classroom and students should be selected for such a placement.
- An assurance that the candidate will be employed in the certification field of the approved program in which he or she is enrolled.
- An assurance that the candidate will be provided a comprehensive orientation to the clinical internship conducted by the provider and district, to include requirements of the provider and employing district, criteria for successful completion of the internship, and options if the candidate is not successful during the internship semester.
- A plan for the formative and summative evaluation of the candidate by a district clinical supervisor and a university-based clinical faculty supervisor who meet the eligibility and training requirements outlined in the [Expanded ADEPT Support and Evaluation System Guidelines](#).
- An assurance that all requirements of the institution's clinical experience will be completed during the designated semester.
- A provision for enrolling the candidate in a traditional student teaching experience in the event the candidate does not successfully complete the institution's clinical experience requirements, including the ADEPT evaluation process, while employed on the Internship certificate.
- An assurance that the district and institution will notify the SCDE Office of Educator Services immediately if the candidate is removed from or withdraws from the internship and/or employment for any reason. The employing district must notify the SCDE Office of General Counsel in the event the candidate employed on an Internship certificate is removed from or withdraws from the internship and/or employment for unprofessional conduct.

In order to issue the Internship certificate, the SCDE Office of Educator Services must receive the following documentation:

- An official letter from the district superintendent (or designee) requesting the issuance of the Internship certificate for the candidate. The letter should include the school, grade level, and subject area in which the candidate will be employed.
- An official letter from the education dean at the institution indicating that the candidate has completed all requirements of the program and degree except for student teaching and that the candidate has submitted qualifying scores on the pedagogy and content area assessments for certification in the area.
- A copy of the signed MOA between the district and institution of higher education.

Upon the candidate's successful completion of the internship and degree program, the provider must submit the program verification and certification recommendation form and an official transcript to the SCDE Office of Educator Services. Upon receipt of all required documentation, the SCDE will convert the Internship certificate to a standard Initial certificate.

Teacher candidates holding an Internship certificate may be employed on a letter of agreement while completing the clinical experience and requirements of the degree program. A candidate employed on an Internship certificate is eligible to earn educator experience credit only after the bachelor's degree is conferred. A candidate is not eligible to participate in a district's induction program while completing the student teaching requirements of the preparation program.

For additional information regarding the Internship certificate, please contact James Ritter, Education Associate for Educator Preparation, at jritter@ed.sc.gov or 803-896-0223.