

**Educational Technology Research and Assessment
Internship/Practicum Course
Registration Checklist and Screening Form**

First Name: _____ Last Name: _____

Student ID # : _____ Enrollment Semester: _____

Email: _____ Contact Phone #: _____

Which course do you wish to register for? (500 level for MS.ed & 700 level for Ed.D)

ETT 569 (3 credits – 100 hours)

ETT 586 (6 credits – 200 hours)

ETT 770 (3 credits – 100 hours)

ETT 786 (6 credits - 200 hours)

How many credit hours of coursework have you completed toward your degree? _____

Do you have a Professional Educator's License?

Yes No

If no, do you plan to earn it in this program?

Yes No

Are you seeking K-12 entitlement with your Instructional Technology Degree?

Yes No

If yes, please indicate which:

Technology Specialist

Library Information Specialist

Both

If yes, have you passed content test for Technology Specialist or Library Information Specialist?

Yes No

Click here for more information: <http://www.cedu.niu.edu/etra/resources/ILCertTestResources.shtml>

Have you submitted a draft of your goals/objectives to the ETRA field experience coordinator?

Yes No

Have you secured a location(s) where you will be working as an intern?

Yes No

Have you identified who will act as your field supervisor at your internship setting?

Yes No

Will you need assistance finding a placement as an intern? Yes No

Will you be collecting any internship hours in a K12 setting? Yes No

a. If Yes, have you completed the Criminal Background Check? Yes No

b. If Yes, have you completed the TB test? Yes No

c. If yes, have you completed the NIU School Safety for Preservice Teachers Module*?

Yes No

Click here for more information:

http://www.teachercertification.niu.edu/teachercertification/safety_tutorial/index.shtml

* The title is a misnomer, given that the law itself does not specify a distinction between advanced and initial programs.

Checklist of Documents that must be submitted to the ETRA Field Experience Coordinator and approved before registration can be processed.

_____ Independent Study Form

_____ Approved Goals/Objectives

_____ Selective Service Form

_____ Field Supervisor Agreement Form

_____ Internship/Practicum Checklist and Screening Form

If using a K12 setting for any internship/practicum hours students are also required to submit the following:

_____ TB test results

_____ Criminal Background Check Request Verification