Guidelines for Guest Interns Attending Armstrong State University

Armstrong’s Internship Program has specific requirements for students from other universities who wish to participate in the internship process at Armstrong State University.

1. Guest internships are for final internship experiences only. Guest internships are for students who have demonstrated competencies and behaviors necessary for success in final internship.

2. The home institution must request placement for guest interns. The ASU Internship Coordination Team will make all placements. The dates of the internship must correspond to Armstrong’s internship schedule. The Guest Intern must be able to begin Internship on Armstrong’s internship start date for the semester and complete 15 full weeks within the same semester.

3. Guest interns will register for tuition and fees with their home institution.

4. There is an honorarium of $750 paid by the student to ASU prior to the beginning of the semester unless specified in writing that the Home Institution will make alternate arrangements for all or part of these costs. This includes cooperating teacher fee and university supervision fee of $325 and a $425.00 Courtesy Placement fee. The check for these fees should be made payable to “Armstrong College of Education.” It is the responsibility of the guest intern to render full payment as stipulated in this section.

5. Guest interns must meet their home institution’s requirements for final internship to be eligible for internship at Armstrong State University.

6. Guest interns must be enrolled in a degree program with a 3.0 overall grade point average on a 4.0 scale. We require a copy of the guest intern’s academic transcript in order to assess similarities of programs. Interns are matched with fully certified cooperating teachers having the same certification in the level and area the intern is seeking.

7. Guest interns must complete a Guest Intern Application Packet and include an official transcript. All sections of the application must be completed by the deadline. Some sections of the applications are given to the cooperating teacher and other sections are for record keeping.

8. Guest interns must not take additional course(s) that conflict with internship requirements. Guest interns must follow Armstrong’s’s internship syllabus and guidelines.

9. Guest interns must attend a mandatory orientation on Armstrong’s campus the first week of the semester. Orientation for fall internship will be the third week of August and for spring, the second week of January. Additional internship meetings are required in mid-semester and end of semester. For exact dates, visit the website or contact the Internship Office.
10. Armstrong’s service areas are Chatham, Effingham, Bryan, and Liberty counties. Preference of location is dependent upon high performing schools and educators. There are no guarantees for placement preference. Guest interns meeting all requirements are placed on a space available basis.

11. A semester at Armstrong is sixteen weeks including finals. The supervised placement is a minimum of fifteen weeks and the intern attends the site during teacher hours. The university supervisor makes visits a minimum of five times, with formal observations. The university supervisor and the cooperating teacher submit written observations and evaluations of the intern.

12. Guest interns receive a S/U final grade unless specified differently. If a letter grade or evaluation forms are required, arrangements need to be agreed upon prior to placement.

13. The Armstrong State University supervisor submits evaluation materials to the Armstrong Internship Office. The Armstrong Internship Office forwards the materials and final grade to the contact person at the home institution.

Policies and Procedures for Financial Payment for Guest Internships

The guest intern and/or sending university is responsible for the Armstrong State University’s College of Education Guest Internship fee in the amount of $750. There are no additional fees or costs.

1. Please make one check in the amount of $325 out to Armstrong State University and note: Supervision of Students
2. Please make a second check in the amount of $425 to be made to “Armstrong Foundation”
3. All payments are due prior to the beginning of the academic semester. Students will not be allowed to begin internship placement unless payment has been received.

All payments should be mailed to the Internship Office at the following address for distribution:
Armstrong State University
College of Education/Internship Office
University Hall 242
11935 Abercorn St.
Savannah, GA 31419

Contact June Erskine, Director of Field Experiences, Clinical Practice and Partnerships at Armstrong State University with any questions. June.Erskine@armstrong.edu (912-344-3155)