

## Music Education ~ Internship Application Instructions

The Internship Application consists of a packet (**no staples, paper clips only**) submitted in folder. The contents of the packet are listed below. **Follow the instructions carefully** to ensure that all forms are complete and submitted. If you have any questions, please contact Dr. Miller. Applicants may wish to confer with Dr. Miller prior to the application deadline. **Please bring your audit, and an explanation of how and when each minus (-) on the audit is to be completed.**

**Your application packet is due September 3 (for spring internships) and February 1 (for fall internships).** Applicants may wish to confer with Dr. Miller prior to the application deadline to discuss missing courses and to discuss placement location requests. **BE SURE TO KEEP A COPY OF YOUR PACKET. \*APPLICATIONS SUBMITTED WITHOUT ALL THE NECESSARY DOCUMENTS WILL NOT BE PROCESSED\***

Application Packet Order

### 1. Music Education Internship Application

All fields must be **typed**, unless otherwise noted. **No handwritten applications will be accepted.** Ensure all demographic information (i.e. name, address, knights email, etc.) is accurate. We share all important information via email so make sure you have a knights email address.

### 2. Degree Audit

Highlight any Internship Requirements not fulfilled and identify when and how the requirement will be fulfilled.

### 3. Placement Sheet.

Applicants may wish to confer with Dr. Miller prior to the application deadline to determine appropriate placement requests. All fields must be **typed**, unless otherwise noted. **IF YOU ARE CURRENTLY AN EMPLOYEE OF A DISTRICT, PLEASE INDICATE IT IN THE APPROPRIATE SECTION. TYPE YOUR EMPLOYEE ID NUMBER.**

### 4. Autobiography

Include two copies. Your autobiography **must be limited to one page** and must be typed. Include your name, address, phone number, and email address at the top. Do not attach a cover sheet. Review your Autobiography carefully to ensure that there are no errors. School districts review your autobiography closely.

### 5. District Security Package (final pages)

Print the security package for the district in which you are applying to do your internship. **Make sure that all forms are signed where indicated and any additional documents are attached.** If applying to OCPS, do not include the *Orange County Public Schools Hiring Statement*.

If applying to OCPS, place the forms in the following order: *Student Acceptance Form, Code of Ethics, Disclosure of Background Information, Criminal Record Information.*

Brevard Security Pkg

OCPS Security Pkg

Osceola Security Pkg

SCPS Security Pkg

**QUESTIONS?** Please contact Dr. Miller