



# Application for UTPA Internship



**Description:** The Urban Teacher Preparation Academy (UTPA) was created to provide more highly effective teachers for Oklahoma City urban public schools. Its participants are current students who have completed a considerable portion of their undergraduate studies and have expressed an interest in teaching in these high need urban schools. In return for the commitment UTPA participants make, the UTPA provides a specialized clinical experience, two years of additional induction support, unique learning experiences, and financial incentives.

**Completed application will be reviewed on  
October 1 and March 1.**

Ideally, candidates will apply one year prior to the semester in which they intend to complete the internship.

**The following application materials must be received together:**

1. Completed application (please see page 2).
2. A one page maximum type-written statement describing:
  - a. Why you want to participate in this program,
  - b. What skills, knowledge, characteristic and experiences have prepared you for working with students from urban schools, and
  - c. What you hope to gain from this experience.
3. An unofficial OSU transcript.
4. Three completed recommendation forms accompanied by three recommendation letters. Each form/letter combination must be in a sealed envelope with the reference person's signature across the seal (form found on pages 3 and 4 of this packet). No recommendations from relatives are allowed.
5. A degree audit. This can be obtained from your advisor in the Student Academic Services office. Allow 24 hours for processing.

**To submit the application in person:**

Adrienne Sanogo, Ph. D.  
Associate Dean for Academic Affairs  
College of Education, Health, and Aviation  
336 Willard Hall

**To mail the application:**

Adrienne Sanogo, Ph.D.  
Associate Dean for Academic Affairs  
Oklahoma State University  
College of Education, Health, and Aviation  
336 Willard Hall  
Stillwater, Oklahoma 74078

**Following review of applications, selected students will be invited for an interview.**

Questions regarding the UTPA should be directed to  
Dr. Adrienne Sanogo (phone: 744-7188; email: [adrienne.redmond@okstate.edu](mailto:adrienne.redmond@okstate.edu))

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I am applying for internship in  fall /  spring of year: \_\_\_\_\_.

Name: \_\_\_\_\_ CWID: \_\_\_\_\_  
Last Name First Name Middle Initial

Major: \_\_\_\_\_ E-mail: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street Address City State Zip Code

Phone: \_\_\_\_\_  
Home Number Cell Number Other Contact Number

Date of Admission to Teacher Education: \_\_\_\_\_ GPA: \_\_\_\_\_  
Overall Major

Recent Activities (high school, clubs, community involvement): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Experience (paid and/or volunteer): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Awards/Recognitions received: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*List the names of three references who will provide completed recommendation forms for you (make 3 copies of pages 3-4 and give to each of your references to complete). The reference forms must be accompanied by a letter of recommendation from each person. Two of the three must be faculty members at OSU. No relatives please.*

Name: \_\_\_\_\_ OSU School/Dept: \_\_\_\_\_

Name: \_\_\_\_\_ OSU School/Dept: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

*I certify that the information on this application is accurate and complete, and I authorize Oklahoma State University to maintain all records under my signed name, and I understand that all records and credentials of my application are property of OSU.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Make 3 copies of this page and give one to each of your references.

**Instructions to UTPA Applicant:** Insert your name and the name of the person providing your recommendation below. Then forward this form to your reference as an email attachment or hard copy. Instructions for returning the form can be found on page 2.

Applicant's Name: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

**Instructions for person providing recommendation:** The student whose name appears above has applied for admittance to OSU's Urban Teacher Preparation Academy. As a reference, you are asked to rate the student according to the following scale by circling the appropriate rating. We would also like for you to write a letter of recommendation. Please be candid in your appraisal. Your responses will be strictly confidential.

## Rating Scale:

- 5. Outstanding**—The candidate demonstrates the quality to an extensive degree or in an exemplary way; the candidate currently exhibits the quality at the level of an experienced practitioner.
- 4. Proficient**—The candidate demonstrates solid understanding and use of the quality; the candidate exhibits the quality at a level that suggested future success in applying the quality as an independent teacher.
- 3. Developing**—The candidate demonstrates an evolving acquisition of the quality; the candidate exhibits the quality at the level of a novice who shows promise for future performance.
- 2. Basic**—The candidate demonstrates fundamental knowledge of the quality, but lacks skill in implementation; the candidate exhibits the quality at the level of a novice who may be able to develop proficiency.
- 1. Unsatisfactory**—The candidate demonstrates a lack of awareness or understanding of the quality; the candidate's current knowledge, behaviors, and dispositions suggest he/she may fail to develop to the degree required.

I. Reflective Qualities					
Reflection on own performance	5	4	3	2	1
Reflection on effects of his/her actions on others	5	4	3	2	1
High expectations for self	5	4	3	2	1
Ability to connect classroom content with life experiences	5	4	3	2	1
Legal and ethical knowledge and demeanor	5	4	3	2	1

II. Responsive Qualities					
Flexibility: ability to adapt to change	5	4	3	2	1
Cooperation; teamwork; works for the benefit of the group	5	4	3	2	1
Communication; ability to express thoughts/ideas clearly	5	4	3	2	1
Sensitivity/respect for others	5	4	3	2	1
Dependability	5	4	3	2	1

Professional appearance	5	4	3	2	1
Response to supervision	5	4	3	2	1

<b>III. Resourceful Qualities</b>					
Ability, willingness to incorporate a variety of strategies to accomplish a task	5	4	3	2	1
Critical thinking	5	4	3	2	1
Scholarship	5	4	3	2	1
Persistence	5	4	3	2	1
Emotional stability	5	4	3	2	1
Physical stamina, vitality	5	4	3	2	1
Organizational ability	5	4	3	2	1
Leadership	5	4	3	2	1
Initiative; self-direction	5	4	3	2	1
Enthusiasm	5	4	3	2	1

How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

Comments (optional): \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

To submit your recommendation:

- Save this form and email it to Adrienne Sanogo at [adrienne.redmond@okstate.edu](mailto:adrienne.redmond@okstate.edu) OR
- Print this form and mail it to Adrienne Sanogo, Oklahoma State University, College of Education, Health, and Aviation, 336 Willard Hall, Stillwater, OK. 74078

***We also request that you write a letter of recommendation.***

***Please seal your completed form and letter in an envelope with the student's name on the front of the envelope.***

***Sign your name across the seal and return the envelope to the student.***