



FREQUENTLY ASKED QUESTIONS NON-CERTIFICATION PROGRAMS

Is the Praxis Core exam required for the non-certification programs?

No. The Praxis Core exam is not required. However, students preparing for careers as school guidance counselors will need passing Praxis Core scores. Additionally, students wanting to apply to and start a graduate study program may need to take the Graduate Record Exam (GRE). Therefore, please work with your academic advisor to plan for any additional testing needs.

Can this program be completed online?

No. This program is very much a full-time program. Most of the education core classes are offered during the day and some include required service-learning hours. An internship is also required. Additional concentration classes will be offered during the day, evening or online.

What are the benefits of an internship?

Besides getting a foot in the door with a potential employer and looking good on a résumé, internships have other advantages:

- The opportunity to "test drive" a career (Would I be happier in marketing or advertising? Am I more comfortable working with younger children or adults?)
- Chances to network
- Establishing relationships with mentors
- Possible college credit (i.e. the program's capstone class, TED 4700 Ed. Capstone).
- An introduction to the field's culture and etiquette (Are clients addressed by their first name? Are jeans appropriate for casual Friday?)
- Accumulating new skills
- Gaining a "real world" perspective on an occupation (How much overtime do employees really work? How much time is spent behind a desk versus in the field?)

What campus resources do I have access to prepare for my internship interview and job search?

The UNO Academic and Career Development Center, located in EA 115 can review resumes and provide feedback. Students can call 402.554.3672 or make appointments via Handshake. Additional resources can be found online at → <https://www.unomaha.edu/student-life/achievement/academic-and-career-development-center/index.php>

Can I do my internship at my current place of employment?

This is approved on a case-by-case basis. You should be involved in activities that are much different from what you are doing in our current position. Your internship is about obtaining new skills and responsibilities in your interested field of work as well as experiencing what it is like to work under different management. If this is something you are considering, you must propose a description of the internship and the differences to the Practicum Coordinator and/or Teacher Education Department Chair who will make the final decision.

I already know where I want to do my internship. Do I still need to fill out the application?

Yes, you still need to fill out the application because the Office of Academic Advising and Field Experience must approve your chosen site. You will also still need to have at least two more businesses or agency choices even though you already know where you would like to do your internship. Having back-up ideas is a good practice.

When is the application deadline?

Spring internships: September 15 (finalized and signed forms in by Nov. 1)

Fall internships: March 15 (finalized and signed forms in by June 1)

How do I register for the internship class?

Once you have submitted your internship application and have met the minimum prerequisite requirements in addition to final approval, you will receive a permission number via your UNO email to enroll in the class. It is your responsibility to enroll in the course on time. It is your responsibility to secure an internship.

When can I do my internship?

Fall and spring semesters only at this time.

Can I start my internship early?

No. Due to liability reasons, you may not begin your internship until the first day of the academic semester. If you begin your internship early (at your own risk), the hours you accumulate will not count academically.

Can I accumulate more hours of my internship at the beginning and do less hours at the end?

CEHHS recommends a student evenly distribute their hours throughout the semester so they obtain a quality internship experience. Obtaining more hours at the beginning than at the end will reflect in the student's assignments and therefore reflect their grade in the course.

What is the grade I must receive in my internship course?

Satisfactory or Unsatisfactory (pass/fail). In order to pass the internship, students must receive a satisfactory grade.

What if I am struggling in my internship or I am not getting the hours I need?

Students should reach out to the University Supervisor/Practicum Coordinator as soon as possible so arrangements can be made. Additional policies can be found in the TED 4700 Internship Capstone Handbook.

Can my internship be completed out of state?

While preferences are not guaranteed, interns will have the opportunity to express a preference for organizations within one of three geographic areas referred to as Tiers. The Tiers are based on the distance between the UNO main campus and the organization. Tier three organizations will require an appeal and approval. More information can be found at → <https://www.unomaha.edu/college-of-education-health-and-human-sciences/student-services/field-experiences/out-of-area.php>