

CHECKLIST FOR PRE-INTERNSHIP COMPLETION

This checklist is intended to guide you through the completion of your ACT Program. Please always feel free to call Richland at 972-238-6954.

Check off your completion of each step as you progress through the process.

Before Acceptance

- 1. Attend Richland College ACT Program Information session.
- 2. Complete and submit all paperwork/required documentation.

PRE-INTERNSHIP checklist

- 3. Complete any deficiencies on acceptance letter.
- 4. Sign and return Richland ACT program agreement.
- 5. Complete the required 30 clock hours of student observations/field experience and submit documentation to Richland College ACT Program.
- 6. Attend required Richland ACT Program Pre-Internship course modules and satisfactorily complete them.
- 7. Notify Richland of any changes in name, address, email, or telephone numbers.
- 8. Register for appropriate state required examinations. (Bilingual and other language interns need to register for the TOPT exam).

Following this Pre-Internship stage, in order to advance, a participant must be employed as a Teacher (Teacher of record).