

Applying to the STEP Internship

The web page for the Field Services office of the School of Education and Human Services is located at <http://www4.oakland.edu/?id=50&sid=55>. Look under Secondary Placements for specific information regarding the STEP program.

This is where you will find the program plan forms, directions for the required essays, and instructions regarding your application. Those who are accepted to the STEP internship program will also use this site to locate forms needed during the internship year.

Below is a recommended schedule for completing your STEP application.

By the end of the Winter term:

1. Complete SED 300 with a grade of 3.0 or higher
2. Arrange to take the Basic Skills Test

By the end of the Spring term:

1. Go to the SEHS Office of School Services and web site and download the appropriate forms and directions. Review these forms and begin planning your application.

By the end of the Summer term:

1. Pass the Basic Skills Test
2. Arrange for your three letters of recommendation. (Provide your recommenders with the signed cover sheet for those letters. These are available at the Office of School Services web site.)
3. Make an appointment with the Department advisers for your major and minor. (Bring your completed program plans to those meetings.) To schedule a meeting with the Department of History adviser, call 248-370-3510.
4. Begin drafting your essays that will accompany the application.

By 5:00 pm October 1:

1. Deliver your application package to the Field Placement Office of the School of Education and Human Services. It should include:
 - a. Application Cover Sheet
 - b. OU STEP Data Record
 - c. Program Plans for the history major, your minor, and professional education coursework. The major and minor program plans must be signed by the departmental adviser.
 - d. Official transcripts for all schools attended to complete your degree

- e. Copy of the MTTC scores for the Basic Skills Test
- f. Signed Felony/Misdemeanor form
- g. Essays written in response to the application questions
- h. Three letters of recommendation