



Frequently Asked

Preservice Internship Program

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1. Who is eligible to apply?

An eligible applicant for this grant program must be a partnership consisting of:

- One or more *educational entities serving elementary and secondary schools*, including, but not limited to, school districts, private schools, Regional Offices of Education, and community-based organizations that provide agricultural education programs or related services, such as technical assistance or professional development, to agricultural education programs and practitioners.
- One or more postsecondary institutions that offer credit-bearing internship programs.

The partnership must designate one entity to serve as the administrative agent for the grant.

2. What are allowable expenditures for the Teacher Three Circle Grant Program?

Funds provided through the Preservice Internship Program are allowable in the budget categories as displayed in the table below. Function numbers indicate the purpose or functioning use of the item or services to be purchased. Object numbers indicate the type of item or service.

Function	Description	Employee Salary 100	Employee Benefits 200	Purchased Services 300	Supplies and Materials 400	Capital Outlay 500	Other Objects 600	Non-Capital. Equipment 700
1000	Instruction	Yes	Yes	Yes	Yes	Yes	No	Yes
2120	Guidance Services	Yes	Yes	Yes	Yes	No	No	No
2210	Improvement of Instructional Services	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2300	General Administration	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3000	Community Services	Yes	Yes	Yes	Yes	Yes	No	Yes
4000	Payments to Other Districts/Gov. Units	No	No	Yes	No	No	Yes	No

For further clarification, the chart above shows that employee salary (object code 100) and benefits (object code 200) for the purpose of instruction (function code 1000) are allowable purchases while capital outlay (object code 500) for the purpose of guidance services (function code 2120) is not.

3. What are the performance standards for this grant program?

Performance standards are those quantifiable benchmarks the State Board recommends this grant program should achieve based on the structure, funding, and resources available. These standards are often used as a means of determining if the current grantee is efficiently and effectively managing the

grant program. Accomplishment of these standards will be considered for funding continuation. For the Agricultural Education Preservice Internship Program, those standards are:

1. At least eight preservice teachers enroll in the grant program each year.
2. At least 50% of all enrolled participants complete the entire internship experience.
3. Sixty percent of the internship experiences align with an agricultural career pathway.
4. Fifty percent of the interns demonstrate increased agricultural content knowledge.
5. Sixty percent of interns are retained as an agricultural education teacher after college.
6. At least one new partnership between agricultural education stakeholders and industry professionals is developed annually.

4. What is the purpose of the preservice internship program?

The purpose of this grant is to address the educator shortages experienced by middle school and secondary agricultural education programs in Illinois. The internship is designed to develop a highly qualified and effective agricultural education candidate pool that is sufficient in size to meet the need of Illinois schools. The intent is to provide a statewide internship program for preservice agricultural educators in Illinois that will strengthen the relationships among preservice teachers from all colleges and university agriculture teacher preparation programs, enhance preservice teachers' agricultural content knowledge, and increase the integration of industry partnerships in agricultural education statewide programs.

5. When is the deadline for applying for an internship opportunity?

The annual established deadline for this internship will be published by the current administrator of this grant program -- Richland Community College in Decatur. Jess Smithers, director of Agricultural Programs at Richland, can be contacted directly for more information. See contact below.

Jess Smithers, Director of Agricultural Programs
Richland Community College
One College Park, Decatur, IL 62521
Office: E192 -- Andreas Agribusiness Education Center
Email: jsmither@richland.edu | Office: 217-875-7211, Ext. 6223

6. How do I submit my IWAS Budget Application?

To complete your initial IWAS Budget Application for Preservice Internship, follow the steps below.

1. Log in to IWAS portal.
2. Select the Agricultural Education — Preservice Internship.
3. Create a new project for the respective fiscal year.
4. Complete the Applicant Information. Click "Save Page."
 - a. Note that end date must be August 31 on initial application as this is a summer program.
5. On Amendments page, select "Original Application" and click "Save Page."
6. Complete program descriptions page by completing and attaching the required upload.
7. Complete Budget pages by inputting the required information on each:
 - a. Indirect Cost Calculation (Select "Colleges and Univ." Click "Save Page.")
 - b. Budget Detail (Ensure details match required upload. Click "Save Page.")
 - c. Budget (Read and review for accuracy. Revise Budget Details, if needed.)
 - d. Payment Schedule (Input payments. Click "Calculate Total." Click "Save Page.")
8. Complete Programmatic Risk Assessment by selecting appropriate responses.
9. Complete Grant Accountability and Transparency Act (GATA) pages. Check verification box on each page and click "Save Page."
10. Complete Assurances pages. Check verification box on each page and click "Save Page."
11. On Submit page, click and run the "Consistency Check." Make any identified corrections.
12. Lock Application and Submit to next level for approval.

7. How do I check the status of my IWAS Budget Application?

Log in to IWAS and open the specific application you are checking. Navigate to the "Application History" tab to view a timeline of action taken on your application. Note that your application **has not** been submitted to ISBE unless the application status says "Submitted to ISBE" or "Final Approved." If your

application status is something else, such as “Submitted for Review” or “Submitted to RCDT,” that means that your application has not yet been approved by your local district administrator and forwarded on to ISBE for final review and approval.

8. How do I submit an amendment to my IWAS Budget Application?

To complete an amendment to your IWAS Budget Application for an Incentive Funding Grant, follow the steps below.

1. Log in to IWAS portal.
2. Select the Agricultural Education — Preservice Internship.
3. Select the radial button corresponding to the most recent application shown.
4. Select “Create Amendment.”
5. On Amendments page, select “Amended Application” and input the number of the amendment.
6. On Amendments page, complete the “Grant Changes” narrative.
7. In the narrative, include function object codes of specific changes to be implemented.
8. Navigate to Page Lock Control tab (second from left).
9. On Page Lock Control tab, ensure all pages needing to be changed are “OPEN.”
10. If not open, select radial button next to corresponding pages. Then click “Save.”
11. Make necessary changes on each page, as needed. Click “Save” after each page is changed.
12. Ensure any expenditure changes are also shown in Budget Details page.
13. Ensure GATA and Assurances pages are complete and saved.
14. On Submit page, click and run the “Consistency Check.” Make any identified corrections.
15. Lock Application and Submit to next level for approval.

9. What are the deliverables of this grant?

Successful applicant(s) for Preservice Internship Program administration must complete two report each fiscal year the grant is administered. A mid-year report is due to ISBE on January 20 of the current fiscal year. The mid-year report must be sent to the designated ISBE principal consultant; the report also must be sent to the current chairs of both the Illinois Committee for Agricultural Education (ICAE) and the Illinois Leadership Council for Agricultural Education (ILCAE). This report must generally summarize the status of the program and include at least the following information:

- Documentation of the activities and support provided to preservice teachers to date.
- Description of the tentative enrollment and indication of career pathway(s) for the upcoming summer’s internship program.
- Documentation of progress on credit articulation agreements with postsecondary institutions that offer course credits for participants of the program.
- Progress on gaining employer commitments to participate in the program.
- Follow-up data collected on previous cohort participants.
- Progress on completion of needs assessment for subsequent year’s interns cohort.

And end-of-year report is due to ISBE on September 30 of the following fiscal year. This report must also be sent to the designated ISBE principal consultant and current chairs of both ICAE and ILCAE. This report must generally summarize the status of the program and include at least the following information:

- Summary and documentation of the activities and support provided to date.
- Description of prospective enrollment for the next fiscal year’s internship program.
- Documentation on credit articulation agreements and participation.
- Results from external evaluation of employers that participated in the internship program to include intern feedback.
- A response to the evaluations and feedback for program improvement.
- As applicable, follow-up data collected on previous cohort participants and a response to the feedback for program improvement disaggregated by:
 - Home postsecondary institutions.
 - Nontraditional college students at the option of student self-disclosure (married, parent/guardian, or first-generation college student).

- Students who identify as a minority group in agricultural at the option of student self-disclosure (race/ethnicity, gender/sexual orientations, socioeconomic status, religion/spirituality, citizenship, etc.).
- Summary of needs assessment for subsequent year and response with action items.
- A copy of each intern's one-page summary documenting their internship to include:
 - Summary of the internship experience and key takeaways.
 - Competency statements developed at the beginning of the program by interns and employers in collaboration with the awarded entity partners to include an evaluation of competency achieved (e.g., goals for growth in knowledge and skills and reflection on the achievement of said goals).
 - At least one photo from the internship experience.

This grant program also requires attendance from grantee or designated representative, or a written update submitted in lieu thereof, at all regularly scheduled meetings of both ICAE and ILCAE.

10. What can a preservice teacher expect from this internship program?

Each intern's experience will be individualized based on a needs assessment and will be a combination of both in-classroom and hands-on, applied learning. Experiences will encompass all eight recognized educational pathways in the Advance Career and Technical Education career cluster for Agriculture, Food, and Natural Resources. Interns can expect to travel throughout the state working with industry partners for short, exploratory periods. Internships may vary, but must be at least eight weeks and/or 300 cumulative hours.

11. Who is eligible to apply for an individual internship opportunity?

Interested applicants must reach out to Mr. Smithers (see Question 5) for exact eligibility requirements, but, generally speaking, the internship program is designed for students currently enrolled in an agricultural education teacher preparation program and who have completed Introduction to Agricultural Education ([AG 911](#)) before the start of the internship program. Those further along in their teacher preparation pipeline are preferred, but all candidates are encouraged to apply for consideration.

12. How do I complete a Periodic Report (also known as GATA Report) for this grant?

GATA Reports are required annually. This report is available to be completed on June 30 and covers the reporting period of July 1 through June 30. This report is due on July 31, or 30 days after the end of the reporting period. To submit a GATA Report, please follow the steps below.

1. Log in to the IWAS portal.
2. Select the "Grant Periodic Reporting System" from your system listing.
3. Use the dropdown menus to select the appropriate Fiscal Year and "Not Started."
4. Select the report with the reporting dates you are attempting to complete.
5. Your District and Project should prepopulate at the top of the report. Verify they are correct.
6. Upload a PDF file as applicable to describe and verify the narrative completed in the report.
7. Complete the narrative sections by providing the pertinent information or by indicating that the required information can be found on the uploaded document.
8. The final step in completing a GATA Report is to submit the report to ISBE using the respective buttons at the bottom of the report. Before submitting, confirm all information is correct and that the required attachments have been uploaded to the report. Once submitted, download or screen capture a copy of the report for your records. This can be helpful in the event of a glitch or error in the system. It is also a record that you have submitted on time if it is lost or not received by ISBE.