

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 404.2AR Adopted December 1977 Revised August 2015

Title Placement of Student Teachers and Interns

1. **Definitions**

- 1.1 A student teacher is someone who has completed at least two years of an approved teacher preparation program and seeks to obtain classroom teaching experience as part of a university/college requirement for their teaching degree.
- 1.2 An intern is someone who has made substantial progress toward a degree in the education field such as a school counselor, school social worker or school psychologist and seeks to obtain practical experience as part of a university or college requirement for their degree or licensure program.

An intern also includes someone who has made substantial progress toward a degree in a field that provides support to students and school districts and requires practical experience for their degree or licensure program. Examples include, but are not limited to, nursing, food and nutrition, human resources, finance and technology.

Current employees who seek intern experiences within the district may not be covered by this regulation. Supervising administrators will make arrangements for such internship experiences on a case-by-case basis based on building, district and employee needs.

- 1.3 Cooperating employees include the teacher or other district employee who will be directly supervising the student teacher or intern.

2. **Process for placement of student teachers and interns:**

- 2.1 Placement discussions should be between the college or university and the cooperating employee and their supervisor.
- 2.2 When colleges or universities express interest in entering into an agreement for the placement of student teachers or interns, the college or university will be sent a copy of:
 - 2.2.1 Administrative Regulation 404.2AR, Placement of Student Teachers and Interns;
 - 2.2.2 A list of district schools, principals and directors (including mailing addresses and phone numbers); and
 - 2.2.3 A sample copy of District Procedure 404.2P, Placement of Student Teachers and Interns, and
 - 2.2.4 An agreement to be executed by the parties.
- 2.3 The principal or appropriate supervisor will forward a copy of the student teacher or intern paperwork to his or her director and to the Director of Human Resources. Student teacher placement must be with a cooperating licensed teacher who has at least three years of teaching experience and is not in the improvement process.
- 2.4 The director of elementary, secondary or special education (as appropriate) may be contacted regarding problems and issues concerning student teacher or intern placements.

2.5 All student teachers and interns will receive an orientation conducted by the Human Resources Department unless school district administration, at its discretion, determines that such an orientation is not necessary due to the length of the placement.

3. **Honorariums or stipends**

3.1 The principal or supervisor of the cooperating employee is responsible for forwarding District Procedure 404.2P, Placement of Student Teachers and Interns, to the college or university so the cooperating employee can receive their honorarium stipend.

3.2 The college or university will make the check payable to the cooperating employee as noted on District Procedure 404.2P, Placement of Student Teachers and Interns.

4. **Supervision of a student teacher or intern** – Students teachers or interns will be supervised by a fully qualified and full-time tenured teacher or supervisor with at least three years of experience and who are not in the improvement process.

5. **Criminal background check** - All student teachers and interns will undergo a criminal background check in accordance with District 196 policy unless school district administration, at its discretion, determines that a criminal background check is not necessary due to the length of the placement or the lack of direct contact with students of District 196.

6. **The School Board must approve all agreements** with colleges and universities attempting to place student teachers or interns in District 196.

References: - Minnesota Statute 122A.69, Practice or Student Teachers