

PERSONNEL

Practicum Students: Placement Procedures

- ~~1. A placement qualifies as a practicum when the college student's classroom visitation(s) results in a total of five or more hours of participation.~~
- ~~2. Colleges and universities requesting practicum placements will have students complete in duplicate the school system's Practicum Placement Request Form and forward the forms to the Department of Human Resources a minimum of three weeks in advance of the anticipated assignments.~~
- ~~3. The Department of Human Resources shall distribute the practicum forms in an equitable manner to school principals with a cover letter that includes the date requests must be returned if not accepted. One of the practicum forms is retained in the Department of Human Services for record keeping and for further processing if additional locations need to be contacted to place students.~~
- ~~4. Principals shall determine which teachers will be given the opportunity to mentor practicum students. If the principal is unable to make a placement, the form is to be returned. Teachers are eligible to receive license renewal points as designated on the practicum form for their mentorship of practicum students.~~
- ~~5. Colleges and universities will be notified in writing of the confirmed practicum placements.~~

Approved by Superintendent: January 18, 1994

Revised by Superintendent: August 31, 2005

Rescinded by Superintendent: January 26, 2022