

NON-ADMINISTRATIVE INTERNSHIPS: 5595P

In addition to student teaching opportunities, the District will consider internship and practicum opportunities for various other career or technical training programs developed by other educational or training institutions, or by District departments or programs. Requests for any such internship or training practicum experience must be submitted to the Assistant Superintendent for Human Resources or designee and approved in advance of the start of any such program.

As a minimum, requests shall include:

1. A statement regarding the purpose of the internship/practicum experience;
2. The expected length of the experience and hours per day or week;
3. The designated supervisor of the intern; and
4. Whether or not any compensation is proposed for the intern.

After submission of the proposed internship/practicum, the Assistant Superintendent for Human Resources or designee will inform the person submitting the request in writing whether the request has been approved or not. In some cases a meeting may be scheduled between the Assistant Superintendent for Human Resources/designee and the person submitting the request to gain further information before a decision is made.

In all cases the intern must have received approval in writing, and must have completed any required paperwork including a required background check from the Human Resources department before beginning the internship/practicum experience. The Human Resources department will notify the supervisor when the intern has completed the processing requirements and is cleared to begin the internship activities. Prior to receiving that approval, the supervisor shall not allow the intern to begin any internship activities.

All internship/practicum activities shall comply with any applicable federal or state labor laws.