

## PERSONNEL

### Observation Students, Practicum Students, Student Teachers, and Interns

#### A. Purpose

To outline procedures for the placement of field-experience (observation) students, practicum students, student teachers, and interns.

#### B. Application and Placement

##### 1. Observation Students

Field-experience students who are observing in classrooms or who are assigned to other work sites to observe for short periods of time, shall be placed in accordance with procedures established with the institution of higher education and the Department of Human Resources.

##### 2. Practicum Students and Interns – Non-instructional

Practicum students and interns seeking placement in technical positions that are not directly related to the instructional program, shall be placed in accordance with procedures established with the educational institution and the Department of Human Resources.

##### 3. Practicum Students, Student Teachers, and Interns – Instructional

- a. Universities submit requests for student teachers and internship placements in ~~Virginia Beach City Public Schools~~the School Division directly to the Department of Human Resources. Intern placements include administrative, psychologist, school counselors, social workers, and speech language pathologist. Direct requests from students are not accepted.
- b. Application for placement(s) shall be denied when the Chief Human Resources Officer, Department of Human Resources, or ~~his/her~~their designee judges them to be in conflict with the best interests of the School Division.
- c. School Division employees who are fully endorsed in the areas of their current assignments and are seeking advanced degrees in those endorsement areas, may be observed by their colleges or university supervisors with the permission of their principals or program managers.

### C. Supervision of Practicum Students, Student Teachers, and Interns

1. School Division employees who serve as supervisors or cooperating teachers of practicum students, student teachers, or instructional interns shall meet the following minimum requirements:
  - a. Recommendation of the principal or director.
  - b. Willingness to serve as a role model and mentor.
  - c. Have a licensure/endorsement in the teaching assignment for practicum students, student teachers, and instructional interns (school counselors, psychologist, speech and language pathologist, etc.) or an administrative endorsement for administrative interns (must have a Collegiate Professional or Post Graduate Professional ~~five-ten~~ (510) year renewable teaching license.
  - d. Minimum of three (3) years of teaching/administrative experience as appropriate to student supervision assignment.
  - e. Minimum of one (1) year in the current teaching/administrative assignment.
2. School Division employees who serve as supervisors for non-instructional interns shall meet the following minimum requirements:
  - a. Recommendation of the director.
  - b. Willingness to serve as a role model and mentor.
  - c. Minimum of three (3) years of experience as appropriate to student supervision assignment.
3. Honorariums from universities may be accepted in accordance with the following provisions:
  - a. Non-administrative supervisors and cooperating teachers may accept honorariums for personal use.
  - b. If the supervision of a practicum student, student teacher, or intern is divided among staff members, the honorarium shall be divided accordingly.
  - c. Administrative employees may not accept honorariums for their personal use but shall have them made payable to Virginia Beach City Public Schools and credited to appropriate school or department codes to use in improving educational programs (e.g. in-service activities, consultants, materials, supplies, field trips, student activities, etc.).

**D. Evaluation of Practicum Students, Student Teachers, and Interns Instructional**

Practicum Students, student teachers, and interns shall be evaluated jointly by their university site supervisor and the School Division cooperating teacher/administrator.

**E. Non-Instructional**

Practicum students, and interns shall be evaluated jointly by their university/technical school site supervisor and the cooperating School Division employee.

**F. Tuberculin Test**

Each assigned practicum student, student teacher, and intern shall meet state requirements regarding tuberculin tests.

**G. Background Check Required**

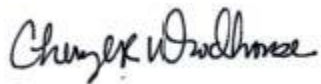
All practicum students, student teachers, and interns must have completed a background check through their university program prior to being assigned to a classroom or office in the School Division.

If the school or university does not provide a background check process the student must provide personal descriptive information to the school division to obtain criminal history record information for the purpose of screening for placement in a classroom or work area in the School Division. The cost of the screening will be the responsibility of the student/intern.

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

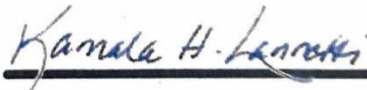
Amended by School Board: October 23, 2018

Amended by School Board: September 12, 2023



6/13/2023

APPROVED AS TO  
LEGAL SUFFICIENCY



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