



Serving Learners, Families, and the Community

CECIL COUNTY PUBLIC SCHOOLS

DIVISION OF EDUCATION SERVICES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
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GUIDELINES FOR INTERNSHIPS AND CONDUCTING RESEARCH

Cecil County Public Schools (CCPS) will accept proposals for internships and educational research projects from individual staff members or researchers from other educational institutions. Proposals will be considered if they meet CCPS internships and research standards and do not interfere with the educational activities of students or the professional activities of the staff. The conducting of research in CCPS by individuals, private groups, or other agencies will only be approved in instances where the benefit to CCPS of such research is very substantial or where such research may be required by law.

REQUIREMENTS FOR REVIEW OF INTERNSHIPS AND RESEARCH PROPOSALS

- Internships and research proposals must be evaluated and approved by the Associate Superintendent for Education Services.
- All requests are to be submitted in written form to the Associate Superintendent for Education Services. This request should describe the purpose(s) of the study, the personnel involved, and the time required to complete the project. In addition, a copy of all survey materials (i.e., questionnaires, measurement instruments, permission/consent forms, interview schedules, the timeline for research to be conducted, etc.) must be included with the request.
- After research materials have been received and reviewed, the Associate Superintendent for Education Services will contact the appropriate school principal(s) or administrator, whose responsibilities will be affected by the proposed research, regarding the feasibility of conducting the proposed research.
- The Associate Superintendent for Education Services will provide the final decision on whether to approve or deny the research proposal. A written response will be sent to the researcher.

SPECIFIC PARAMETERS AND GUIDELINES FOR APPROVED INTERNSHIPS

- Individuals currently employed by CCPS (regardless of their role - teacher, paraprofessional, secretary, etc.) may not complete internship requirements during their duty day.
- In order to fulfill course requirement hours, an intern may elect to accrue hours before/after their duty day or during their 30-minute duty-free lunch, request the use of personal leave, and/or work on non-duty days during the school year or in the summer.

Our Mission: *CCPS serves equitably through positive relationships as a safe, collaborative community. We will ensure all learners acquire the knowledge, skills, and qualities to be responsible, caring, and ethical citizens.*

- Additionally, time spent involved in School Improvement Team (SIT) meetings and assisting administrators after work at student events (Open House, Parent Conference Nights, PTA meetings, athletic events, club meetings, etc.) may be counted toward internship hours.
- Individuals are advised that staff surveys associated with class requirements are not permitted to be disseminated to CCPS employees without the approval of the Associate Superintendent for Education Services.

SPECIFIC PARAMETERS AND GUIDELINES FOR APPROVED RESEARCH

- Individuals currently employed by CCPS may not complete any course requirements during their duty day. Employees must request personal leave and/or use their 30-minute duty-free lunch to complete work during regular school hours.
- All information published for the research will remain confidential.
- In reporting the findings of the study, the names of the research subjects, the school(s), and the school system will be kept anonymous. Pseudonyms must be used where references to the Cecil County Public School system, including its employees, students, and parents, are included in the research.
- All individuals asked to participate in the research project must voluntarily agree to do so.
- Parental permission must be obtained prior to any student participating in the research project. The researcher must provide each parent with a written explanation describing the study in order to assure that permission reflects informed consent.
- The school principal or administrator must be contacted prior to any staff or student interaction.