



Administrative Regulations

South San Antonio Independent School District

D – Personnel	DBAA
Page 1 of 1	
Student Teachers / Interns - 2023	

GENERAL INFORMATION

Student teachers/interns are those college or university students who spend from six weeks up to one year in a teaching/intern assignment. Human Resources will collaborate with colleges and universities for placements of student teachers/interns in the District.

1. The college/university requesting the placements shall notify the Human Resources Department of the need for placement. The college/university will include the name of the student, the grade level preference or special program preference, the start and end dates of the placement, and any other pertinent information that will be helpful in placing the student.
2. The college/university will have the student teachers submit to the Human Resources Department the name(s), address, and telephone numbers of the college/university contact person assigned to supervise the placement.
3. The college/university will have the student teachers apply via the Districts' online application which includes a criminal history background check. A criminal history check must be conducted before the District allows any student teacher/intern to interact with any students.
4. Human Resources shall contact the school principal or designee to inquire if the placement of student teachers is acceptable. The principal or designee shall inform the Human Resource Department of the cooperating teacher for each student teacher/intern.
5. Human Resources will in turn notify the college/university of placements and the names of the employee assigned or principal and the college/university contact person shall complete the arrangements necessary to have the student teacher begin his/her assignment at the school.
6. The campus orientation should include:
 - a. General expectations for attendance, dress, conduct, parking and other pertinent campus guidelines.
 - b. If the campus has an employee manual, it should be provided to the student.
 - c. Items related to curriculum and instruction and any other important campus/department initiatives.