

STUDENT TEACHERS AND INTERNS

Accredited teacher-training institutions may contact the building principal if they are seeking to place a student teacher or intern in that school. The importance of teacher education demands that student teachers and interns be placed with highly qualified classroom teachers. A classroom teacher should have at least three years of teaching experience, be willing to accept a student teacher or intern, and be identified by the principal as a person who has demonstrated superior teaching competence and the capacity to meet the additional responsibility of a student teacher or intern.

PROCEDURE

1. The teacher-training institution contacts the building principal, requesting to place a student teacher or intern in the school. Such inquiries should be made no less than one month prior to the beginning of the student teaching experience.
2. The building principal selects a qualified teacher and asks if they would be willing to accept the additional responsibility (e.g., planning, conferring, developing ideas, reviewing lesson plans, and working closely with the college supervisor) of supervising a student teacher or intern.
3. The building principal and classroom teacher interview the prospective student teacher or intern and conduct a background check. The teacher training institution shall provide a copy of the vita of the student teaching candidate prior to their interview with the school staff.
4. The building principal contacts the Superintendent in writing with a request to take a student teacher or intern, indicating the dates of the student teaching or intern experience, the name of the teacher training institution, and the name of the cooperating teacher.
5. The Superintendent interviews the prospective student teacher or intern and decides if they shall be placed in that class/school.
6. The student teacher or intern is sent to the SAU Office for a Criminal History check.

The student teacher or intern is expected to participate fully in classroom and school activities, to attend faculty and parent/guardian meetings, and to perform all assigned tasks relevant to the teaching experience. The cooperating teacher will be notified as soon as possible by the student teacher regarding absences and changes in schedule.

This Administrative Form accompanies:
Policy **LDA**: Revised **5/05/2025**