

430 STUDENT TEACHER AND INTERN SUPERVISION

I. PURPOSE

This policy defines and supports student teacher and intern programming in Alexandria Public Schools.

II. GENERAL STATEMENT OF POLICY

The district is committed to advancing the future of educators by participating in student teaching and internship programs with cooperating colleges, universities and technical schools. Licensed staff are encouraged to serve in a supervisory role for future educators on a regular basis during the school year. District staff remain accountable for the learning that occurs in the classroom when a student teacher or intern is present.

III. DEFINITIONS

“Student teacher” is defined as a teacher trainee, an observer or an intern. Student teachers are those who have completed at least two years of an approved teacher preparation program. The superintendent or designee will determine the number of trainees to be placed in the schools at any one time.

IV. COOPERATIVE AGREEMENTS

Colleges, universities and technical schools are required to have a cooperative agreement with the school district for student teaching and internship supervision and to complete a renewal of the cooperative agreement at the appropriate time, either through an annual agreement or a multi-year agreement prior to a student teacher starting. In order for the district to participate in a cooperative agreement, the college’s, university’s or technical school’s teacher preparation program must meet or exceed the standards established by the State of Minnesota. Exceptions to this requirement can be considered based on the recommendation of the Minnesota Department of Education. Requests for postsecondary institutions are processed through the District Office. The district will follow all terms of the cooperative agreement that do not conflict with district policies.

V. ROLES AND RESPONSIBILITIES

A. Teacher Supervision

District teachers may supervise a student teacher or intern with approval of their principal/supervisor. Additional supervision assignments may be permitted with

building principal approval. Teachers are responsible at all times for supervision of the classroom and have responsibility to advise and guide student teachers and interns in their work. The teachers are also responsible for student learning that occurs in the classroom.

B. Teacher Stipends

Teachers may receive a stipend from a college/university/school for their extra efforts in supervising a student teacher. The school district will direct the college/university/school to submit the stipend to the school district. The school district will prepare the payment to the supervising teacher after appropriate payroll deductions have been made.

C. Placement

The district's Director of Human Resources will work in coordination with the building/department administrator and the university/college to place student teachers and interns. Placement requests are not to be completed by the supervising teacher.

D. Length of Placement

Student teachers or interns must be placed with a supervising teacher for a minimum of five weeks with at least two (2) of these weeks recommended to be complete teaching experience days for the student teacher or intern.

E. Student Teacher/Intern Preparation

All student teaching and intern candidates must submit their background information at least two weeks prior to their experience in the school setting. Also, a pre-experience visit with the supervising teacher is strongly encouraged. Criminal background checks must be completed on all student teachers.

F. College/University/School Supervision

The sponsoring college/university/school must have a supervisor who will remain in regular contact with the student teacher or intern throughout the student teaching or intern experience.

VI. OTHER TEACHER PREPARATION EXPERIENCES IN THE SCHOOLS

A. Approval of Other Experiences

The building administrator may approve other cooperative arrangements with a college/university/technical school teacher education programs for other teacher

preparation experiences in the classroom. These experiences may include but are not limited to:

- Classroom observation
- Instructional support
- Field experiences
- Supervision support

B. Teacher Supervision

The district teacher who is participating in the other classroom experiences is responsible at all times for the supervision of the classroom and has the responsibility to advise and guide the college/university/technical school teacher. The district teacher is responsible for all learning, assessment and grading that occurs in the classroom.

Legal Reference:

Minn. Stat. § 122A.69 (Practice or Student Teachers)

Policy Adopted: 1/22/01

Policy Revised: 7/19/10, 9/18/17, 9/28/20, 12/19/22, 12/15/25

Alexandria Public School District - No. 206

Alexandria, Minnesota