

## **Internship and Student Teacher Placement Internal Protocol**

Internship and student teaching placement opportunities are available to college students who are required, as part of their curriculum, to gain experience in a formal setting under the guidance of a person qualified by education and experience. The acceptance criteria for student teachers are defined by Vernon Board of Education policy # 4122. Interns typically have similar access to students and staff members to that of a student teacher, therefore, for the safety of our students and staff members, the acceptance criteria for interns' mirrors policy # 4122.

Internship and Student Teaching placement must be a requirement of an approved program at an accredited college or university. A student teaching candidate must be placed with a cooperating teacher who has completed the "TEAM Initial Support Teacher Training" and is a current TEAM mentor. Internship candidates must be placed with a district employee who is qualified in the appropriate field of study for which the internship is being requested.

**All requests for internship, job shadow, observation and student teaching placements should be directed to the Assistant Superintendent's office to the attention of Robert Testa.**

### **Cooperating Teacher Incentive:**

As an incentive for hosting student teachers, colleges and universities pay cooperating teachers a stipend of approximately \$250 per student teacher. Cooperating teachers should contact the program director to confirm stipend amounts.

### **Work Flow:**

- 1) A formal request is made to Assistant Superintendent's office.
- 2) The Assistant Superintendent's office sends an email to determine interest and availability of hosting a student intern/teacher.
  - a) Student Teachers: email sent to subject leaders/departments heads and building principals
  - b) Student Intern: email sent to all staff matching request (ex. all guidance counselors or all social workers)
- 3) The Assistant Superintendent's office matches students and mentors/cooperating teachers on a first come, first served basis.
- 4) The student completes and submits ALL required documents to the Assistant Superintendent's Office.
- 5) The Assistant Superintendent's office sends a confirmation email to the student, college and building staff.
- 6) The mentor/teacher and student teacher schedule an interview to discuss goals and requirements.
- 7) The student contacts Tammy Salminen at (860) 870-6000 ext. 110 to schedule an appointment to obtain a temporary security badge.
- 8) The mentor/teacher and the Field Placement Coordinator (or designee) performs observations as required by the college or university.
- 9) The Assistant Superintendent's office maintains applications for a period of two years consistent with the State of Connecticut's retention schedule.

For questions regarding student teaching placement, please contact Robert Testa at [rtesta@vernon-ct.gov](mailto:rtesta@vernon-ct.gov) or (860)870-6000 ext. 143.

**\*Acceptance is contingent upon the receipt of all required documentation and background check results and will be made on a first come, first served basis.**