

VOLUNTARY INTERNSHIP PROGRAM

I. Purpose:

To establish an application and approval procedure for individuals not employed by the Genesee Intermediate School District wishing to serve as a student teacher/intern with the district.

II. Procedure:

- A. Colleges and universities must contact the Human Resources and Operations Department regarding placement of a student teacher or intern.
- B. Individuals wishing to serve as a student teacher/intern with the district will submit an application to the Human Resources and Operations Department, at least thirty (30) days prior to the requested start date, which includes:
 - 1. Name and phone number of student placement supervisor;
 - 2. Preferred area of student eligibility and age group;
 - 3. Resume;
 - 4. Transcripts.
- C. Individuals contacting the buildings/programs must be directed to contact Human Resources and Operations.
- D. Human Resources and Operations staff will interview applicants and forward to the assistant superintendent/department director for review and consideration.
- E. In considering student teacher/intern programs, the following criteria will be reviewed:
 - 1. Ability of the department/district to accomplish its mission if granted;
 - 2. Cost, if any, to the district;
 - 3. Qualifications and previous work experience of the applicant;

4. Degree the student teacher/internship experience will contribute to the growth of the applicant and assist the department/district in accomplishing its mission;
5. College/university program requirements for student teaching/internships;
6. Current Affiliation Agreement on file in Human Resources and Operations.

III. Responsibility:

A. Student Teacher/Intern Applicants will:

1. Forward an application to the attention of Human Resources Administrator requesting the opportunity to serve as a student teacher/intern.
2. Request a specific area by general job classification, student age group or eligibility, in which to serve an internship.
3. Submit goals and objectives identified for accomplishment during the student teaching/internship experience.
4. Submit to a criminal history record check. The record check will be done through fingerprinting at the intermediate school district's administration building. Fingerprints will be submitted to the Michigan State Police and Federal Bureau of Investigation. The cost of fingerprinting will be paid by the student.

B. Human Resources Administrator will:

1. Screen student teacher/intern applications according to area of interest and potential department for which to serve as a student teacher/intern.
2. Clarify goals and objectives student teachers/interns wish to accomplish, if appropriate.
3. Review with student teachers/interns their responsibilities as described in college/university affiliation agreements.
4. Forward the application for student teaching/internship experience to the assistant superintendent/department director.

5. Process all approved student teacher/intern candidates through the department to ensure completion of the objectives and activities identified on student teacher/intern application.
6. Maintain an annual log of individuals serving as student teacher/interns with the district.
7. The Human Resources Administrator will meet with student teachers/interns at the completion of their assignment to ensure all goals and objectives have been met.
8. Notify appropriate administrator and candidate of the decision to approve/disapprove request.
9. Ensure all student teacher/interns participate in a criminal records check, and inquire into acts of unprofessional conduct, a screening for tuberculosis and blood borne pathogens training, in accordance with district employment procedures.

C. Department Directors/Program Administrators will:

1. Contact the student teacher/intern applicants and interview them regarding a possible assignment with the district.
2. Complete Student Teacher/Intern Application form.
3. Approve/disapprove student teacher/intern candidates for assignments in their department or area according to the criteria defined in the procedure.
4. Select a supervising staff member with no less than four (4) years of successful work experience in the area of assignment, in accordance with Bylaw & Policy #3120.06, Selecting Student Teachers/Interns.
5. Forward approved student teacher/intern applications to the next higher administrative level.
6. Sign letter for student teacher/intern congratulating them on the assignment.

OFFICE OF THE SUPERINTENDENT
GENESEE INTERMEDIATE SCHOOL DISTRICT
[Formerly Administrative Operating Procedure (AOP) 43-A]

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D. Superintendent/Designee will:

1. Make final approval/disapproval on student teacher/intern program requests.
2. Forward requests to the Human Resources and Operations Department.

Lisa Hagel
Superintendent

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