

# William Jewell College Student Teaching Internship Policy

Updated: 6.11.23

Contact: Education Department

## Internship Policies

**Definition:** An Internship enables William Jewell College student teachers to be a teacher of record in the field and grade level for which they are becoming certified (usually on a Provisional, Temporary Authorization Certificate (TAC) or Permanent Substitute teaching certificate) while student teaching and to be paid for that position by the hiring school district. This does NOT include periodic daily substituting during student teaching but means assumption of professional responsibility for the classroom.

**Eligibility:** Graduate students in the M.A.T. Program and undergraduates in their final year at William Jewell are eligible for internships during their full-year student teaching experience. All daytime courses must be completed before a student teacher will be considered for an Internship. M.A.T. students may complete all day classes in their first year or undergraduate students may complete all day classes the spring before Student Teaching I begins in the Fall to be eligible for a full-year internship. Spring only internships may be possible if requested by a District.

**Eligibility alone will not ensure an Internship. All internships MUST originate from the District in the form of a contract offer and must be approved by the William Jewell College Department of Education.**

**Placement:** An Internship is still student teaching and requires a student teaching placement per the Jewell-District Memorandum of Understanding with the District. The Placement is requested by William Jewell College and granted by the School District. Student Teachers cannot set up their own student teaching placement nor initiate their own an Internship arrangement. All Jewell Student Teaching policies that are not directly influenced by the Internship Policy remain in effect whether the student teacher is doing an approved internship or not.

Placements must be in an accredited school position that offers a teaching role within the student teacher's certification area and grade level, according to DESE regulations. Location of the Internship should be within 30 miles of William Jewell College so the Department of Education can maintain adequate supervision of the student teacher.

**Internship Duration:** Internships are scheduled for the length of the student teaching experience, which at William Jewell includes a Fall Semester of Student Teaching I and a Spring Semester of Student Teaching II. Interns who are hired for a length of time beyond the William Jewell academic year are subject to the employment contract of the hiring District. Additional required activities of a full-time employee that are beyond Student Teaching may include the beginning of the year activities in August, all school holiday breaks and Professional Development days, and completion of the entire school year.

**Application:** If a graduate student in the M.A.T. program or an undergraduate student with one year remaining in their program is offered a teaching position to take place during their student teaching year, the Department of Education will consider arranging an internship under the following circumstances.

In a written petition to the Department of Education faculty the student will:

- Present official evidence in writing of *potential* employment offer from the district.
- Officially request an internship placement with the Director of Student Teaching/Education Department Chair.
- Offer evidence that the applicant is an exceptional teacher education student by providing the following data:
  - Successful completion of all Education and content-area coursework leading up to the Student Teaching Experience (as evidenced by a GPA of 3.0 or better in Education and content field)
  - Eligibility for a temporary or provisional certificate in the grade level and field to be taught.
  - Excellent evaluations from early field experiences.
  - No unresolved Care Team referrals from the Department of Education.
  - Plan for resolution of any co-curricular conflicts, including athletics and performing arts that may impact availability for full-time employment by a District

**William Jewell College Department of Education Consideration:** Upon receipt of written document from the student, the Department of Education faculty will consider the petition at the next regularly scheduled faculty meeting and notify the student in writing of the Department's decision about whether to sponsor the Internship or not. If the Internship is approved, the student is responsible for supplying the Department with the appropriate school district

documentation to process the internship arrangements. In determining whether an Internship is appropriate for a student teacher, the Education Faculty will examine the following factors:

- Whether the student teacher meets the stated requirements for an Internship, described above.
- Evidence of Internship Agreement from the school district and contract offer for student teacher/intern.
- The appropriateness of the internship placement, in terms of content/grade level, quality of district/building supervision, and suitability of district-provided cooperating teacher II/mentor. [Content field and grade level must match the certification being sought.]
- Ability of the William Jewell College Department of Education to provide appropriate, regular student teaching supervision at the placement site.

### **Internship Roles and Requirements**

Under an Internship agreement, the **School District must:**

- Hire, contract with, and pay the student teacher as the Teacher of Record or Long-Term Substitute. School District should submit a copy of the contract to the William Jewell Department of Education.
- Confirm the Internship request and parameters in writing with the William Jewell Department of Education and maintain all policies throughout the length of the Internship experience
- Designate and facilitate the required teaching certificate process (Provisional or Long-term Substitute or TAC only for MAT student teachers who already hold a baccalaureate degree).
- Adhere to the DESE regulations for student teaching experiences, including:
  - The Student Teacher must remain in the same building they have been placed for Student Teaching and teach in their intended area of certification.
  - Provide a Cooperating Teacher/Mentor who will advise and support the Student Teacher/Intern. Cooperating teacher must meet DESE regulations for Cooperating Teachers, possess at least an M.A. and 3+ years of certificated teaching experience at the grade level/subject area.
  - Facilitate a schedule for the Cooperating Teacher to complete all required evaluations of the student teaching, including 6 observations per semester using the MEES Evaluation form and maintain weekly contact with the student teacher's College Supervisor. Cooperating Teacher/Mentor must also attend mandatory DESE/MEES training conducted by William Jewell College.
  - NOT change the initially agreed upon placement nor the Cooperating Teacher/Mentor without consultation of, and agreement by, William Jewell College Director of Student Teaching (currently the Education Chair).
- If the school receives Title I.A. funds, they must provide all parents with notice that their child has been assigned or taught (for more than 4 consecutive weeks) by a person who is not appropriately certified.
- Provide appropriate support to the Intern appropriate for an individual in a student teaching role. At a minimum, this includes a common preparation time each day to allow for daily meetings/check-ins between Student Teacher/Intern and Cooperating Teacher as well as weekly curricular and planning meetings.

Under an Internship agreement, **William Jewell College Department of Education must:**

- Decide on Internship application as quickly as is possible.
- Supervise the Student Teacher at least every other week (regular student teaching supervision).
- Provide a DESE-approved College Supervisor for the Student Teacher, who will evaluate the student teacher using the State-mandated teacher evaluation system at least every other week (equivalent to regular student teaching supervision) and maintain contact with the Cooperating Teacher and school administration. The College Supervisor must be an approved employee of the College and possess at least an M.A., have supervisory experience, and 3+ years of teaching experience at the grade level/subject area.
- Complete all required MEES evaluations and documentation of the Student Teaching experience.
- Advise, oversee, and facilitate Student Teacher required assignment and coursework completion.
- Share all relevant Education Department policies and procedures (including the Student Teaching Handbook) with the District administration and Cooperating Teacher.
- Draft a Memorandum of Understanding (MOU) between William Jewell College and the District to be signed by appropriate officials at both institutions.
- Facilitate a Provisional Teaching Certificate as requested by the District (if needed).

Under an Internship agreement, the **Student Teacher/Intern must:**

- Apply for an Internship and be approved for an Internship by William Jewell's Department of Education according to above policies.
- Apply for the designated teaching certificate in collaboration with the Department of Education and the School District (consult the Jewell Certification Officer for assistance with that process).
- Negotiate, carefully read and understand the terms of, and sign a contract for employment with the School District.
  - NOTE: the Student Teacher should NOT sign contract with the District until after the Internship has been approved by the William Jewell College Department of Education Faculty.
  - NOTE: the contract with the District is a legally binding document between the Student Teacher and the District; William Jewell College is NOT a party to the employment contract.
- Complete all obligations for student teaching and teacher education program completion through William Jewell College including completion of all assignments and coursework required for graduation from whichever program the Student Teacher is enrolled.
- Recognize that an Intern must satisfactorily complete both their job obligations to the District and their coursework obligations to William Jewell College. All College coursework, requirements, and policies still apply, including the Education Department Student Handbook and Student Teaching Handbook. All teacher education program, certification, and degree requirements must be completed and met prior to degree completion and teacher certification. If a Student Teacher fails a course due to the heavy workload of an internship, he/she will need to retake the course in accordance with the policies of the College.
- Complete all contractual obligations to the hiring School District. Any actions that result in termination of employment will also constitute a removal from Student Teaching and potential impacts on degree completion.

# William Jewell College Student Teaching Internship Agreement Signature Page

Signatures on this page indicate an agreement between the following parties to adhere to the William Jewell Internship Policy and Procedures. Any changes to the policy will need to be agreed upon by all the signees below.

Student Teacher/Intern name: \_\_\_\_\_

School District name: \_\_\_\_\_

Internship grade level/content area: \_\_\_\_\_

Cooperating Teacher name: \_\_\_\_\_

\_\_\_\_\_  
**Internship Student**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**William Jewell College Director of Student Teaching**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**William Jewell College Supervisor**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**School District Representative**

\_\_\_\_\_  
Date