

GUIDELINES FOR ASSIGNMENT OF STUDENT TEACHERS, INTERNS and FIELD EXPERIENCE AND OBSERVATION STUDENTS

The Shippensburg Area School District encourages cooperation with colleges and universities in the training of student teachers and interns. Therefore, the school district will accept college students from a broad spectrum of accredited institutions of higher learning. The following guidelines must be followed. Please sign at the end of these guidelines, indicating your understanding of our requirements for student teacher/intern placements.

Student Teachers/Interns

1. Applications for student teaching or internships in the Shippensburg Area School District shall be submitted no later than June 1st for the following Fall semester and December 1 for the following Spring semester.
2. All student teacher/intern assignments shall be for a minimum of seven (7) consecutive weeks and a maximum of a full semester.
3. Applications for student teaching/internships shall be submitted to the District Assistant Superintendent.
4. Individual student applications must include the following seven items:
 - A data sheet or resume
 - A transcript indicating the student's cumulative GPA. Students with a low GPA may not qualify to intern in the SASD.
 - PA State Police Request for Criminal Records Check (Act 34)
 - Act 24 Arrest/Conviction Report and Certification Form
 - Public Welfare Child Abuse History Clearance (Act 151)
 - Federal (FBI) Criminal History Record Information (CHR)
 - PA School Health Form
 - Written certification from an applicant's advisor that he/she is ready to assume a student teaching/intern assignment
 - *The Clearance links may be found on the Human Resources webpage.
5. All student teacher/intern applicants shall undergo an in-district interview with appropriate school district staff. The interview shall be conducted prior to a final agreement from the school district to accept the student teacher/intern applicant.
6. Student teachers/interns will be assigned by building principal/designee in consultation with department/grade level coordinators. The Supervisor of Student Services/Special Education will assign pupil services specialist interns.
7. Student teachers will only be assigned to experienced staff members (Instructional Level II certificate). The responsible administrator will inform the superintendent, in writing, of student teacher assignments that have been finalized and approval will also be obtained by the Board of Directors.
8. Prior to the commencement of the student teaching experience, the college/university must provide a written explanation of program expectations to the Shippensburg cooperating professional; and, provide a clear understanding of the frequency of visits from the college/university supervisor during the semester.
9. All secondary (grades 6-12) student teachers must assist with a minimum of two after-school activities or events during their student teaching.

FIELD EXPERIENCES & OBSERVATIONS:

Pre-student teaching experiences that for many students, is the initial encounter with the real world of teaching. Consequently, practicum students do not assume the degree of classroom responsibility they do during student teaching. Under the supervision of an experienced teacher, practicum students observe classroom activities, assist the teacher with day-to-day classroom management tasks, interact one-to-one with students, and instruct small groups. Some students use the practicum to determine the

appropriateness of teaching as a career. The cooperating teacher and university supervisor use the practicum to assess the student's readiness for the student teaching experience. Teachers accepting practicum students need not meet the state regulations for working with student teachers.

1. Applications for field experience shall be made directly to the building principal. The application must include a letter from the university attesting that the student has on file with the college/university the following current required clearances: Act 34, Act 151 and the FBI Criminal History Record (CHR).
 3. All students participating in a field experience or observation must complete the Act 24 Arrest/Conviction Report and Certification Form and file it with the district office.
 3. Field experience/observations are discouraged during the last two weeks of the school year and during standardized testing time periods.
 4. Prior to the commencement of the field experience, the college/university must provide a written explanation of program expectations to the Shippensburg cooperating administrator.
- If you have any questions regarding this procedure and the information required, please contact:

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