

Old Dominion University
Darden College of Education and Professional
Studies Office of Clinical Experiences
OUT-OF-AREA TEACHER CANDIDATE
INTERNSHIP POLICY

Policy

Old Dominion University (ODU) teacher candidates **may be** allowed to complete their teacher candidate internship and/or field experience requirement in an out-of-area regionally accredited institution and/or school division. Requests for out-of-state placements should be made as soon as possible. Establishing partnerships out-of-state can take up to 6 months if not longer.

Procedure

A request should be made in writing to the Director, of the Office of Clinical Experiences, and approval must be obtained from the appropriate academic department chairperson. This request must be processed in accordance with the established deadlines to submit the Teacher Candidate Internship Application for placement.

If the request is approved, the teacher candidate will contact the teacher education field experiences office of a regionally accredited college or university in the desired locale and request their support to complete this requirement. The appropriate name and address will then be submitted to the Placement Specialist, of the Office of Clinical Experiences. The Placement Specialist will formally request the teacher candidate internship placement and supervision for the teacher candidate at the desired location. If a host institution is not available, the ODU Office of Clinical Experiences will work with the local school district to place the teacher candidate and locate a supervisor. ***Teacher candidates must be cognizant that out-of-area placement are difficult to attain and may take more than one semester to establish with the out-of-area institution and/or school division. Out-of-area-placements are not guaranteed.***

When an out-of-area placement is approved, the teacher candidate will register for the appropriate Old Dominion University teacher candidate internship seminar course as specified in the curriculum for the specific endorsement. The program advisor will assist candidate with the registration for the appropriate section of the course. The teacher candidate will use the ODU Teacher Candidate Internship handbook and complete the mandatory teacher candidate internship orientation on-line.

ODU will pay the fees for the university supervisor in accordance with Commonwealth of Virginia and ODU policies for financial reimbursement. This payment will be at the rate equivalent to the supervisors at ODU. A stipend will be paid to the clinical faculty (cooperating teacher) at a rate equivalent paid by ODU. The teacher candidate is responsible for any fees beyond the fees paid by ODU. The teacher candidate should contact the Associate Director, Office of Clinical Experiences, for specific financial information.

Evaluation instruments will be forwarded to the host institution. At the completion of the teacher candidate internship, evaluations and grades will be submitted to: Old Dominion University, Director, Office of Clinical Experiences.

At the successful conclusion of the teacher candidate internship, the staff in the Office of Clinical Experiences will assist teacher candidates applying for Virginia licensure. Those who wish to be licensed in another state should contact the Department of Education of their intended state and follow their recommendations and instructions.

**Although the host institution may have requirements over and beyond what Old Dominion University specifies, the teacher candidate is not required to fulfill them. The teacher candidate is fulfilling Old Dominion University's approved teacher education program requirements and is not obligated to meet those of another state*