

# **Policies and Procedures for Internship**

## **1. Internship Calendar**

Each semester, the TIR Program Director and the partnering school division develops a calendar for teacher resident internships in. The calendar provides the beginning dates of each placement and the ending date for the internship.

## **2. School Schedule**

The teacher resident is expected to follow the arrival and dismissal times established by the school for its regular teaching staff and to follow the Clinical Resident Coach's daily schedule, including any assigned lunch, bus, or other supervision. Attendance is expected at all faculty meetings, staff development workshops, open houses, parent-teacher conferences, IEP meetings, and other professional activities. Teacher residents follow the holiday schedule of the school district to which they have been assigned, not the University calendar or holiday schedule.

## **3. Absence Policy**

Teacher residents are expected to be at their assigned schools every day. Teacher candidates are required to sign in and sign out each day at their assigned schools immediately upon arrival and departure. Absences from internship are acceptable only in case of personal illness or death in the immediate family. In case of illness or a death in the immediate family, the resident must contact the Clinical Resident Coach and university coach as early as possible, but no later than 7:00 a.m. the day of the absence. Teacher residents are allowed two days of personal leave that may be used for personal business.

Excessive absence will result in extension of the internship experience or dismissal. Excessive absence is defined as over six days (i.e., three days of illness and two days of personal leave).

Inclement weather will be reviewed on a district by district situation.

## **4. Substitute Teaching**

Teacher residents CANNOT be used as substitute teachers. If a Clinical Resident Coach member is absent, teacher candidates may assume classroom duties while a substitute is present.

#### **5. Additional Coursework and Outside Employment**

The internship experience consists of professional seminars, coursework and the internship. All major content and professional educational coursework must be completed prior to the internship. The internship experience is a full-time academic responsibility. Public schools have expectations for the achievement and growth of their pupils; therefore, teacher residents must be prepared to devote their time and energy to internship duties and providing the best possible instruction and learning environment for pupils. Outside employment during teacher resident internship may impede teaching performance and **is highly discouraged**. Residents may not be employed in the school where they are completing their student teaching during the instructional hours. If a candidate is employed, the teaching internship takes precedence. Missing intern duties such as faculty meetings, IEP meetings, or parent/teacher meetings **will result in a failing experience**.

#### **6. Professional Dispositions**

All teacher residents are expected to conduct themselves in a professional manner at all times during the internship experience. As a professional, all students, parents, colleagues, administrators and other individuals should be treated with respect. In addition, this professional behavior extends beyond the school day. Teacher residents are expected to review all social networking materials to ensure all material is deemed appropriate for certification of “positive moral character” for the Virginia Department of Education. Teacher residents are not permitted to engage in any social media with their pupils.

#### **7. School Policies**

Teacher residents must follow the local school district policies and procedures as well as the individual school’s policies as they apply to regularly employed staff. Teacher residents should become thoroughly familiar with school policies, read the faculty handbook and the teacher internship handbook, and know emergency procedures.

## **8. Corporal Punishment**

Teacher residents must **not** administer corporal punishment to pupils under any circumstances.

## **9. Change of Placement or Withdrawal**

Infrequently, a change of placement or withdrawal may be necessary. The school district or the university coach may request removal of a resident from the field setting after discussion of the situation with the TIR Program Director, the Associate Deans, and/or the Director of Clinical Experiences.

Withdrawal procedures from student teaching require significant discussion. The TIR Program Director and/or Associate Dean for Educator Preparation should be informed of a decision to withdraw by the teacher resident. The teacher candidate should also inform the Clinical Resident Coach and coach. The TIR Program Director and/or the Associate Dean for Educator Preparation will inform the school district human resources office. The procedure for withdrawal from the course through ODU is the same as for other University classes and is the responsibility of the student. Failure to comply with university withdraw procedures will result in a WF grade.

Decisions concerning subsequent placement in new internship situations are made by the TIR Program Director and/or the Associate Dean for Educator Preparation. This process is a different procedure and based on individual situations. University coaches and teacher residents should confer with the TIR Program Director and/or Associate Dean for Educator Preparation about the individual situation.

## **10. Placement at Schools with Relatives**

Teacher residents may be placed in the same school **district** where a relative attends or works. However, teacher residents **may not** be placed in the same school where a relative attends or works. It is the residents' responsibility to disclose if they have been placed at a school where a relative attends or works. If a resident is found to be placed at a school where a relative attends or works, they will be removed from the placement and may be dismissed from the program.