STUDENT TEACHING AND INTERNSHIPS – RESPONSIBILITIES

A. SELECTION AND ASSIGNMENT

1. Prospective student teachers and interns to be assigned to supervising professionals will complete an application/approval form and be interviewed by the building program administrator or his/her designee who will determine whether or not the student is acceptable.

2. The building/program administrator shall be responsible to determine the staff persons who may be designated as supervising professionals. Local district administrative approval will be received prior to assignment of students to supervising professional itinerant staff.

B. RESPONSIBILITIES OF THE SUPERVISING PROFESSIONAL

1. The supervising professional shall provide activities as indicated in administratively approved discipline or departmental guides so that the student teacher/intern has the opportunity to:
   
   a. Observe the supervisor
   
   b. Work under direct supervision
   
   c. Work independently under indirect supervision

2. The supervising professional shall have the final responsibility of directing, reviewing and approving the student's daily activities and shall meet regularly with the student to discuss the diagnostic, counseling, instructional activities and other educational concerns.

3. The supervising professional shall be responsible to evaluate the progress of the student teacher/intern, conferring as needed with the building/program administrator and the representative of the sending institution.
C. RESPONSIBILITIES OF THE BUILDING/PROGRAM ADMINISTRATOR

1. The building/program administrator shall ensure that:
   a. Student teacher/interns are provided with necessary and desirable learning experiences.
   b. The student teaching internships program is not working to the disadvantage of local or intermediate district students.
   c. Local and intermediate Boards policies and administrative regulations are adhered to.
   d. Plans may be made with administrative approval to allow student teachers/interns to work independently with students. In those instances, arrangements will be made to ensure that the student teacher/intern is under the supervision of a building administrator or designee.

2. When possible, provide or coordinate opportunities for the student teachers/interns to work with extra-curricular programs or programs other than that to which the student teacher/intern is assigned.

3. Be alert to the effectiveness of the supervising professional and recommend whether or not given staff continue as supervising professionals of student teachers/interns.

4. Cooperate with supervising professionals in determining whether or not a given student whose work is not satisfactory shall be allowed to continue his/her assignment within the district.

5. Protect students and local districts from being overexposed to student teachers/interns and protect staff from excessive supervisory responsibilities for student teachers/interns.

6. Ensure that provisions are made with the higher educational institutions to provide for cooperative selection of students to be placed with IISD staff.

ADMINISTRATIVE REGULATION

Approved: March 15, 1983