STUDENT TEACHING AND INTERNSHIPS: PRACTICUM STUDENTS – RESPONSIBILITIES

A. PROCEDURES FOR SELECTION AND ASSIGNMENT

1. In instances where the practicum experience is conducted in a local school district under the supervision of an Ingham Intermediate School District supervising professional, the potential supervising professional shall submit a completed IISD Application/Approval Form (prior to the practicum student's placement) to the appropriate IISD supervisor. If such placement is approved, the supervisor will sign the request form and forward this to the appropriate local director of special education or other designated local administrator for a signature signifying approval. Upon receipt of the completed form, it shall be the responsibility of the IISD supervisor to notify the supervising professional that the university student may begin the approved practicum experience.

2. The supervising professional and designated practicum student are responsible to the local administrative personnel during the time periods assigned to that district.

B. RESPONSIBILITIES OF THE SUPERVISING PROFESSIONAL

1. A practicum student may be assigned to a basic classroom teacher or various support personnel. Regardless of the type of placement, the supervising professional is the responsible adult in the instructional setting. The practicum student may not conduct any activity or project without the support and endorsement of the supervising professional. The supervising professional must be present in the classroom during the time that the practicum student is working with students. The supervising professional may occasionally leave the classroom for short periods of time to go to the office, teachers' workroom or use other building facilities, but this should not be done on a frequent basis. The supervising professional in all instances remains responsible for those students assigned to him/her.

2. The supervising professional may not:

a. Permit the practicum student to make final evaluation on the student's progress, either at marking period time or at the end of the semester.
b. Delegate the responsibility for the student's entire instructional program, control of the classroom/instructional environment, determination of pupil progress, or other professional responsibilities to the practicum student.

3. A professional who fails to abide by the Board policy or these administrative procedures shall be unable to accept practicum students at a future date.

4. Any exceptions to the above procedures must be approved in writing by the appropriate local director of special education or other designated local administrator and building principal. In such instances, the accepting local district is responsible for all liability coverage for the practicum student during assigned periods to the district.

C. RESPONSIBILITIES OF THE IISD SUPERVISOR

1. Cooperate with local directors and supervising professionals in determining whether or not a given practicum student whose work is not satisfactory shall be allowed to continue his/her assignment within the assigned district(s).

2. Protect student and local districts from being overexposed to practicum students and protect supervising professionals from excessive supervisory responsibilities over practicum students.

ADMINISTRATIVE REGULATION

Approved: March 15, 1983