

BOARD AGENDA ITEM
September 26, 2017

SUBJECT:

Changes to Policy LDA and Administrative Rule LDA-R Student Teaching and Internships

BACKGROUND:

Policy LDA establishes the basic structure for student teaching and internships. In the past the district's primary relationship for internships was with USC Aiken. While the district still enjoys that relationship, a variety of other institutions, including online colleges and universities, have sought to partner with ACPSD to place interns.

ADMINISTRATIVE CONSIDERATION:

Since online programs as well as many traditional programs now allow students to progress at their own pace and in their own time, many full-time employees who might previously have been unable to seek a college or additional degree, are now able to do so. The revised policy includes conditions under which the district will work with employees to accommodate their academic needs while providing consistency across all schools and ensuring that employees meet their obligations to the district.

Administrative Rule LDA-R is specific to USC Aiken and is essentially a Memorandum of Agreement. Administration recommends that as part of this policy revision LDA-R be removed from the policy manual. Necessary language will be included in Memoranda of Agreement initiated with the various colleges and universities.

RECOMMENDATION:

Approve the proposed changes on first reading

ATTACHMENT:

Policy LDA and Administrative Rule LDA-R Student Teaching and Internships

PREPARED BY:

King Laurence

STUDENT TEACHING AND INTERNSHIPS

Code **LDA** Issued **2/02**

Purpose: To establish the basic structure for student teaching and internships.

The district will cooperate where practical with colleges and universities in their teacher preparatory training programs, including the provision of experiences for practicum students and student interns. ~~Practicum students and student interns will be approved by the board in the same manner as certified employees.~~

The district encourages current employees seeking to participate in practicum experiences and/or internships in pursuit of advanced degrees or ones that would result in initial or additional certification. As such and with the principal's approval, the district will endeavor to accommodate semester internships and practicum experiences of 100 hours or less without any alteration to the employee's contract or service agreement. Internships and practicum experiences beyond 100 hours will require approval through the Human Resources Department. Before approving an accommodation, consideration will be given to the extent to which it may interfere with an employee's normal job responsibilities. If at any time it is determined that the experience is interfering with the employee's normal job responsibilities, approval may be withdrawn.

The superintendent will sign ~~an annual~~ a letter of agreement which will stipulate the responsibilities of the district and the college or university.

Adopted 6/10/75; Revised 1/28/86, 2/26/02

STUDENT TEACHING AND INTERNSHIPS

Code **LDA-R** Issued **2/02**

The Teacher Education Program of USCA and the School District of Aiken County recognize that cooperating schools are important in the teacher education program and that they play a vital role in raising the quality of teachers entering the profession. In order to provide for optimal practicum and student intern experiences, the USCA School of Education and the district will use the following guidelines:

- The district will comply with all federal and state laws and regulations pertaining to nondiscrimination (see policy AC).
- Undergraduate education students are in the process of acquiring those skills and attitudes needed for successful classroom teaching. Recognizing that individual capacities vary widely, undergraduate education majors should be placed in those schools in which principals and teachers understand the role of the Teacher Education Program and wish to participate in the professional development of preservice teachers. The undergraduate education major will adhere to the policy of the school and to professional ethics. The supervising teacher and the principal, in consultation with the USCA School of Education, will provide supervised one-to-one and small group experiences for the practicum students while the student intern will gradually be given full responsibility for a group regularly assigned to one teacher. Practicum students and student interns should be supervised at all times.
- Practicum students are encouraged to obtain tuberculin tests and to acquire medical and liability insurance, although they have no legal responsibility for the classroom and its students. Practicum students will be placed in a variety of situations during their four years of undergraduate teacher preparation.
- Student interns will be in the final stages of their bachelor's degree studies. They will also be encouraged to obtain tuberculin tests and to acquire medical and liability insurance although they have no legal responsibility for the events in the classroom.
- The district and the USCA School of Education will agree on a published schedule for the year.
- Both practicum students and student interns will be placed with cooperating teachers who display those personal characteristics and teaching competencies which can serve as models.
- No one teacher will have more than two practicum students at a given time. A teacher who supervises a student intern should not have a practicum student at the same time.
- The district and its personnel, including principals and supervising teachers, have the right to refuse placement of individual students. The USCA School of Education may refuse placement of undergraduate education majors with a particular supervising classroom teacher.
- The USCA School of Education will furnish the district with the names of practicum students and student interns and other necessary data.
- The district will approve the names of all students participating in practica and in student internships before students begin working in the schools. The district will notify the USCA School of Education in writing when the approvals have been obtained.

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- ~~• Supervising teachers will sign the completed timesheets and complete evaluation forms as required. Such forms will be returned to the USCA School of Education.~~
- ~~• The district and USCA will reevaluate the entire program at the end of each academic year.~~

~~When feasible, the district will cooperate with other colleges and universities upon request to provide classroom experiences for preservice teachers following the guidelines stated in this administrative rule.~~

~~Issued 1976; Revised 2/26/02~~