



STUDENT INTERNSHIP GUIDELINES

I have read and understand the following Student Internship Guidelines:

Virginia state law requires a TB screening and/or skin test or chest x-ray showing that an individual is free of communicable diseases before extended work in public school is permitted. The screening or test must be dated within 12 months of your start date in the school division. Some school divisions have a different TB test policy or require an additional application form or a background or security check. Please reference the Clinical Experiences webpage for specific information for each school division.

Initials: _____

Student Interns must provide official passing scores for all applicable tests. All official and passing test scores must be submitted and in the UMW system by July 1, 2019.

Initials: _____

Student Interns must complete the Student Intern Orientation on August 2, 2019. Attendance is mandatory. Orientation will take place on the Stafford Campus of UMW and will run roughly from 8:00 am to 4:00 pm. Times may change slightly.

Initials: _____

Placements

- All internship placements will be assigned within Fredericksburg City Schools, King George County Public Schools, Spotsylvania County Public Schools, Stafford County Public Schools, or Prince William County Public Schools, unless a suitable placement cannot be found.
- **I may not request positions in specific schools or with specific teachers. Under no circumstances will I try to secure my own placements.**
- In order to protect Student Interns from potential conflicts of interest and professional ethics violations, Student Interns will not be placed in schools where they have personal relationships with students, faculty, or staff. This includes students who are children, siblings, or nieces/nephews; faculty or staff who are close friends, spouses/partners, siblings, parents, or in-laws; and faculty or staff who once served as a classroom teacher of the Student Intern.
- Out of area placements are not permitted. Decisions about Student Intern placements will always be made in consideration of what program faculty feels is in the best interests of Student Interns and the students they will serve. Such program considerations will always supersede Student Interns' personal, financial, and/or experiential preferences and situations.
- The Director of Clinical Experiences will make every effort to secure placements by the end of April; however, the Director of Clinical Experiences cannot always predict when those placements will be confirmed. I will be notified as soon as information about my placement is available.

- **I understand that my preference for placement may not be possible, and I agree to accept the Student Internship placement assigned to me by the Director of Clinical Experiences.**

Initials: _____

Calendar

- Fall Placements for Student Internships can begin as early as three weeks before the start of UMW’s fall semester so that Student Interns can participate in orientations, professional development, and the first week of school with the students.
- Internships follow the school division’s calendar, not UMW’s academic calendar, meaning you will follow their breaks (such as Spring Break).
- Fall Placement Outline – 5 Year Programs
 - Elementary: Interns are in their placement two days a week and in UMW classes two days a week. Interns will be in their fall placement full time for the following weeks: teacher workweek, first week of school, and a week designated by the Student Intern Calendar. You will also begin your spring placement during the last weeks of the fall placement.
 - Secondary and PreK-12: Interns will be in their placement part-time in the fall while also completing UMW classes. Interns will be in their fall placement full time for the following weeks: teacher workweek, first week of school, and four weeks designated by the Student Intern Calendar. During those full-time weeks, UMW classes will be altered to facilitate time in the placement. During all other weeks, Interns will be expected to be on the UMW campus for classes.
- Spring Placement: Interns will be in the classroom full time while also enrolled in their Internship Seminar class. The Seminar class will meet in the evening to avoid conflicts with placements. Attendance at Seminar is required unless there is a conflict with the school placement (e.g. Parent/Teacher Conferences are at the same time).

Initials: _____

The Student Internship is considered a full-time responsibility that may involve before or after school activities. I understand that I will be expected to plan for, and participate in, all of the professional tasks and activities engaged in by my mentor teacher(s). I understand that my participation in other work or extracurricular activities may not interfere, or detract from, my student intern experience.

Initials: _____

NAME (print)	SIGNATURE	Date

UMW Program and your licensure area

Student Intern Cohort