

## **Policy 4.2**

### **Pre-Approved One-Quarter Internship**

#### **Secondary and K-12 Education**

The following is the Secondary Education policy regarding requests for pre-approved one-quarter internships.

#### **Criteria**

1. The candidate must have at least 40 days of contracted classroom teaching experience at the secondary level (6-12) in either a public or private school. (40 days at the lower grades may be acceptable for those K-12 students planning to teach at that level.
2. Supervisor evaluations of the candidate's teaching performance must be included with request.

#### **Procedures**

1. The request must be submitted in writing on a Secondary Department Petition or Waiver Request form to a Secondary faculty advisor. The advisor will review the request and all supporting documentation and make a recommendation to the secondary department chair.
2. The secondary department chair will review the request, supporting documentation, and recommendation from the secondary faculty member. The chair will notify the Office of Field Experiences and the student of the decision.

Students approved for a one-quarter student teaching internship will register for a minimum of 12 credits, and maximum of 18 credits.