

Policy 4.3

Internship Early Completion Policy

The following policy does not apply to “challenges” or internships which are pre-approved for periods of time less than the regularly required semester.

The Secondary Education Department requires all students to complete a semester long internship, registering for either fall/winter or winter/spring quarters. For purposes of the student teaching internship, the semesters are defined as follows: The fall/winter semester begins when school begins in late August or early September and ends when the school semester ends – usually around the end of January. The winter/spring semester begins when the school semester begins – usually the last week of January and ends when the school semester ends. Any period of less duration is considered by the Secondary Education faculty to constitute an “early completion” and falls under the guidelines below. If students choose to start earlier, this time is considered valuable, but is not part of the supervised internship.

The internship is completed off campus in a public or private school in one or more classrooms in grades five through twelve (K-12 for certain majors). Interns are required to register for twenty-four (24) quarter hour credits of Secondary 495 (undergraduate and post baccalaureate students) or Secondary 595 (master’s students).

Only in exceptional circumstances will an intern be permitted to complete an internship before the end of the school semester. Such an “early completion” would be based on the clear and convincing evidence that the intern is competent to accept the full responsibilities of teaching in any typical secondary/K-12 classroom in the state. Early completion will be approved only when all of the following criteria are satisfied.

1. The request for an “early completion” is initiated jointly by the UIC and ATF. In order to assure that the early completion does not disrupt or negatively impact student learning, the request must also be supported *in writing* by the building principal.
2. The final evaluation form (accompanied by 2 PAIs) which recommends the student for State of Washington residency teacher certification evidences a majority of the categories recorded as “exceptional” and no category evaluated is below strong.
3. The final evaluation form, PAIs, supporting materials, and a copy of the student’s application for certification must be submitted to the Director of the Office of Field Experiences. The Director will review the request for completeness and forward to the Chair of Secondary Education. The Chair will notify the Director of OFE if the early completion is approved.

Early completions of Fall/Winter internship placements must be completed before the school’s December “break”. No early completions will be granted in January.