

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: GAA, GBA, GEB-RA

Responsible Office: Human Resources

Student Teacher/Intern Program: Selection of Supervising Teachers and Assignment of College Students

I. PURPOSE

The Montgomery County Public Schools (MCPS) cooperates with colleges and universities to provide training experiences for students enrolled in teacher education and other professional preparation programs. The Board of Education supports a systematic program of training for a diverse pool of student teachers and graduate interns from approved teacher/intern-training programs to teach in critical shortage areas and challenge schools, as well as to add diversity to the work force. This regulation sets forth criteria for selecting supervising teachers and establishes procedures for the assignment of supervising teachers and of students in teacher preparation programs (student teachers and graduate interns) as requested by colleges and universities.

II. DEFINITIONS

- A. A *supervising teacher* is an MCPS teacher in whose classroom a student teacher or a graduate intern is working.
- B. A *student teacher* is a college student who is completing the final field experience prior to entering the teaching profession and has been assigned to practice teaching.
- C. A *graduate intern* is a post-baccalaureate student whose program requires practical experience and/or practice teaching with a qualified supervisor in a specialized area.
- D. A *university coordinator* is an employee of the college or university who is responsible for the verification of student eligibility and coordinates the placement process between the university and MCPS.
- E. A *university supervisor* is an employee of the college or university who is responsible for the evaluation and ongoing supervision of the student teacher or a graduate intern.

- F. The Office of Human Resources is responsible for the implementation and facilitation of the overall student teacher and graduate intern program.

III. PROCEDURES

A. Selection of Supervising Teachers

1. Teachers who serve as supervising teachers must meet all of the following criteria:
 - a) Acquired the status of a tenured teacher
 - b) Met standards on the most recent teacher evaluation
 - c) Hold a valid Standard or Advanced Professional Certificate
2. A middle school teacher who serves as a supervisor of a student teacher must be certified in elementary (1-6) and middle school, secondary content, or the middle school content area taught by the student teacher.
3. A high school teacher who serves as a supervisor of a student teacher must be certified in the secondary content area taught by the student teacher.
4. Teacher participation in the training of students is voluntary.
5. MCPS compensation for supervising teachers of student teachers and graduate interns is in accordance with the negotiated agreement between the Board of Education and MCEA.

B. Assignment and Placement of Student Teachers and Graduate Interns

1. Annually in the spring, the Office of Human Resources contacts colleges/universities who have placed student teachers/graduate interns in the past years in MCPS to provide current information about the student teacher assignment process.
2. Student teachers will primarily be placed in professional development schools, as designated by the Office of Organizational Development. Student teacher placement into non-professional development schools may occur when a professional development school cannot accommodate student teachers in high needs teaching areas, as designated by the Office of Human Resources.

3. Colleges/universities make direct contact with school principals where they have previously placed or wish to place student teachers. Colleges/universities that need assistance may contact the Office of Human Resources.
4. When the student teacher/graduate intern is an MCPS employee, the employee may request leave in accordance with the provisions of the negotiated agreement between the Board of Education and MCEA or SEIU Local 500. Placements will normally be made in a location other than the employee's place of work.
5. All student teachers/graduate interns must complete the MCPS "Student Teacher/Intern Assignment Verification" form, attach a resume, and submit them to the college/university coordinator for signature. The student teacher coordinator submits the "Student Teacher/Intern Assignment Verification" forms and resumes to the Office of Human Resources prior to the beginning of the assignment.
6. The Office of Human Resources will be notified of any changes in placement of a student teacher/graduate intern in a timely fashion.
7. MCPS retains the right to require a college/university to remove a student teacher/graduate intern who is not meeting MCPS standards at any time.
8. Student teachers/graduate interns are invited to meetings held by the Office of Human Resources about employment opportunities and interviews.
9. Upon request, retired administrators may serve as college/university supervisors if needed. Any stipend for the college/university supervisor is the responsibility of the respective college/university.

C. Responsibilities During the Training Program

1. The principal, supervisor, or designee is responsible for:
 - a) Assuring that the student teacher/graduate intern has access to student information under the same conditions that apply to certificated personnel
 - b) Assuring that the student teacher/graduate intern is not used as a substitute teacher, unless defined as part of the university partnership training program

- c) Reporting any accident or injury involving a college student to the Employee and Retiree Service Center
 - d) Notifying the university supervisor, the supervising teacher, and the Office of Human Resources in the event of serious problems or when a change of assignment is necessary for a college/university student
2. The supervising teacher is responsible for:
- a) Modeling effective teaching practices for student success
 - b) Providing supervision so that the integrity of the instructional program is maintained
 - c) Carrying out the specified college/university program as described in the handbook provided by a college/university representative
 - d) Meeting the requirements of the teacher training institution for the evaluation of the student teacher/graduate intern
 - e) Maintaining attendance records for individual college/university students
 - f) Orienting the college/university student
 - g) Recommending changes in assignment, when appropriate
3. The college/university supervisor is responsible for:
- a) Arranging appropriate college/university supervision including on-site observation of student teachers/graduate interns
 - b) Conferring with the supervising teacher and building principal/supervisor regarding the expectations, progress, and evaluation process for student teachers/graduate interns
 - c) Verifying the student's eligibility for the student teaching experience
4. The student teacher/graduate intern is responsible for:
- a) Observing and applying effective teaching practices for student success

- b) Providing his/her own transportation to the training site
- c) Signing in and out when reporting to or leaving the school
- d) Observing the rules and regulations of the school
- e) Preparing assignments as directed by the supervising teacher
- f) Notifying the supervising teacher or principal when an illness or other circumstance prevents the student from reporting to the school

Regulation History: Formerly Regulation No. 440-6, June 20, 1979, revised October 1985; revised May 19, 1998; revised December 22, 2005.