

INTERNSHIPS

Applications for internships for those individuals in the process of acquiring administrative and/or counseling credentials will be approved on a case-by-case basis. Selection criteria will include the candidate's potential value to the District, educational program, appropriate school and proposed intern. When an internship is approved, a program shall be established that is beneficial to the District and meets the learning requirements of the intern.

The principal, after consultation with the Superintendent, shall be responsible for scheduling any necessary release time, arranging for constructive supervision of the internship experience and establishing a variety of experiences which will meet the needs of the intern.

Any individual approved for an internship position shall submit a plan outlining goals and responsibilities before final approval of the program is granted. Specific traits to be considered in approving an individual for an internship position shall include but not be limited to academic record, teaching ability and leadership qualities.

First Reading:

Second Reading: 10/28/98

Review: Nov 21, 2006

INTERNSHIPS--PROCEDURES

The following procedures shall be followed in the selection of interns for administrative/supervisory or counseling positions:

- 1) Annually, an opportunity shall be provided to all certificated staff to establish their eligibility for an internship.
- 2) Through examination of the applicant's credentials, written/oral examination and/or personal interview, the Superintendent, in consultation with the principal involved, shall determine whether the applicant is qualified for consideration as an intern. The Superintendent will be supplied with statements of criteria which relate to the specific job description and signed oaths of confidentiality (see Form 5642 F1). The Superintendent may elect to interview prospective interns on the basis of specific criteria for the position.
- 3) The name of individuals recommended for consideration as interns shall be scheduled for such assignments when and where it is most advantageous to the District.

Presented to Board: 10/28/06

Review: Nov 21, 2006

OATH OF CONFIDENTIALITY

I, _____, agree not to divulge, publish, or otherwise make known to unauthorized persons, or the public, any information obtained as the result of my internship (if approved). I understand such information would constitute a violation of confidentiality and/or professional ethics or may possibly result in disciplinary action including dismissal/certificate revocation. I also recognize that unauthorized release of confidential information may subject me to civil liability under provisions of State and/or Federal law.

Intern Applicant Signature

Witness #1 Signature (date)

Intern Applicant Printed Name

Witness #1 Printed Name (date)

Date Signed

Witness #2 Signature (date)

Witness #2 Printed Name (date)

