HUMAN RESOURCES

Placement for Field Experiences, Practicum Students, Student Teacher and Interns

I. Purpose

The purpose of hosting education students in Prince William County Public Schools (PWCS) is to provide high quality training, student teaching, and internship experiences and to recruit and hire the highest quality educators in PWCS.

II. Agreements, Accreditation, and Virginia Code

A. Prince William County Public Schools is prohibited from entering into any agreement or contract with a college or university regarding student teacher placements. College or universities desiring to place student teachers in PWCS must agree to follow the procedures outlined in the PWCS Memorandum of Understanding.

B. The School Division is required to conduct its educational programs in conformance with Virginia law, VA. Code § 22.1-79, and a program of instruction that is aligned with Virginia Standards of Learning, as prescribed by VA. Code §22.1-253.13.1, and which meets or exceeds the requirements of the Virginia Board of Education.

C. Regional accreditation from one of the approved agencies is required for all licensure programs. A list can be viewed on the Virginia Department of Education Web site or PWCS Office of Certification website. All programs must be comparable to an endorsement area offered by Virginia. (For example, a license in English for Speakers of Other Languages (ESOL) K-6 is not comparable to a Virginia license since the VDOE offers an ESOL K-12 endorsement or a combined Middle School Science/Math program is not accepted since Virginia does not offer a combined endorsement.)

III. Application and Placement

A. Field Experiences

Field experiences that consist of observations in classrooms or schools shall be approved and placed at the discretion of the school principal and in accordance with procedures established with the college or university and Department of Human Resources (DHR).

B. Practicum Students, Student Teachers and Interns

1. DHR is responsible for coordinating student teacher and intern placement. Colleges or universities submit written requests for student teaching or internship placements following procedures outlined on the DHR Student Teaching website or established with the college or university and DHR. Direct requests from students are not accepted.
2. DHR will review written requests from colleges and universities interested in placing student teachers or interns for fall semester and/or spring semester.
    a. Unless part of a written partnership agreement, requests for summer school placements will not be approved.
    b. Student teachers or interns must be enrolled in an approved licensure programs accepted by the Virginia Department of Education (VDOE).
    c. Requests for placements shall be denied when the Superintendent's staff or DHR determines the placements are not in the best interest of the School Division.
3. Requests for placement of student teachers or interns in a specific school or with a specific cooperating teacher will be considered, but are not guaranteed.
4. Reasonable consideration shall be given to guard against overburdening school staff when assignments are made.

C. Colleges and Universities

All colleges and universities must provide proof of regional accreditation and accept in writing the PWCS Memorandum of Understanding. Placements for colleges and universities which have a formal partnership agreement with PWCS and Virginia colleges and universities will be granted placements prior to out of state colleges and universities. Placements from out of state colleges and universities will not be granted unless sufficient placements are available.

IV. Selection of Cooperating Teachers

Principals shall place student teachers/interns with the most appropriate cooperating teacher/professional educator available. Principals are requested to provide to the Office of Recruitment and Specialty Programs a listing of cooperating teacher recommendations each school year. Criteria for selection of cooperating teachers include a minimum of three years' successful teaching experience and a rating of "Meeting" or "Exceeding" all Professional Educator Performance Standards. Cooperating teachers are encouraged to complete the PWCS Mentor Institute or Cognitive Coaching^{SM} Foundation Seminar.

V. Responsibilities and Limitations

A. School principal or designee

1. Provides access to educational records of students assigned to student teachers or interns if there is a legitimate need to obtain important information that shall assist the student teacher in providing instruction to their students. The cooperating teacher shall advise the student teacher or intern of records disclosure and security procedures. If a student teacher or intern reviews a student's records, it must be documented on the access log, including name, date, signature, and reason, in accordance with Regulation 790-2, Disclosure/Access to Student Educational Records, and Regulation 790-4, Management of Student Educational Records.
2. Ensures that student teachers or interns are not used as substitutes for classroom teachers except in emergency situations.
3. Provides opportunities for student teachers/interns to participate in school professional learning as appropriate.
4. Reports to Director of Human Resources or designee any serious problems or a need for a change in the current placement.
5. Provides feedback to DHR about the student teacher/intern's performance.

B. Student Teacher or Intern

1. Candidates for student teaching and intern placement shall be college/university students who are enrolled in a teacher licensure program or administrative/supervisory licensure program. Each candidate must provide a satisfactory recommendation from the college or university prior to being placed in a Prince William County School.
2. A PWCS employee may apply for a leave of absence through the Office of Benefits and Retirement Services to complete their assignment if the hours are within scheduled contract time. Employees will not be placed for student teaching in their current school. An exception may be made if the employee is enrolled in a licensure program in their current employment assignment and the placement is approved by the principal and college/university. Exceptions must be approved in writing by the appropriate associate superintendent.
3. Prior to reporting to school, each student teacher/intern must complete:
    a. PWCS Online Substitute/Temp/Volunteer application; Fingerprinting; Criminal Records History Check; and
    b. Tuberculin testing.
4. During the placement student teachers or interns are expected to:

a. Observe and implement effective planning, instructional, and assessment practices.
b. Participate in professional learning opportunities as appropriate.
c. Adhere to School Division attendance policies, as well as all other applicable School Board policies and regulations governing PWCS employees.
d. Notify the cooperating teacher or principal when illness or circumstances prevent reporting to school.

C. Cooperating Teacher

1. Participating colleges usually pay an honorarium for each student teacher assigned. This honorarium, when paid, shall go to the cooperating teacher for the additional service rendered. If a student teacher's time is divided among several teachers, any honorarium paid shall be prorated accordingly.
2. The cooperating teacher is responsible for:
   a. Modeling and collaborating on effective planning, instructional, and assessment practices.
   b. Evaluating and observing the student teacher or intern's performance as required by the preparation program of the college/university and in accordance with the requirements communicated by the college/university to and accepted by the PWCS employee.

D. University Supervisor

1. The college/university is responsible for providing a clinical supervisor of student teacher.
2. The clinical supervisor of student teaching may not be a current School Division employee.
3. To student teach or intern in PWCS, students must be eligible for Virginia licensure upon completion of their educational program. The college/university will be required to inform the student teacher or intern of all program and licensure requirements, including assessments required for Virginia licensure. The college/university must confirm that the college can provide a completed College Verification Form acceptable by the VDOE for licensure in a comparable VDOE endorsement area upon completion of the licensure program.

4. The College/University will immediately notify the PWCS Department of Human Resources of any programs at risk or under review by a local, state, or federal agency.

VI. Department of Human Resources

1. The School Division does not delegate any duties and responsibilities for the operation or supervision of any PWCS' schools or classes. The School Division may terminate a student teaching assignment or internship should they make a good faith determination that the student teacher or intern is not performing to Division standards should the student teacher violate any applicable School Board policies and regulations, or commit any criminal offense rendering the individual as unfit to remain in his or her placement. Upon written notification by the School Division, the university shall promptly terminate the student teacher or intern's placement.

2. DHR may observe and screen student teachers and interns for recruitment and hiring purposes.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2017.