

Student Teacher Internship / New Teacher Program Practicum Procedures & Signature Page

Student Teacher Name

Contact Information

Dates of Internship

Collage / Program Name

Field Supervisor

Contact Information

Emergency Contact Information

Assigned LTS School Site

Assigned LTS Teacher

One-Day Shadow

- Visitor remains under the Administrator or Teacher's supervision
- Visitor signs in and displays a visitor label at all times
- Visitor has a current Finger Print Clearance Card or Driver's License
- Front office has a copy of the Finger Print Clearance Card or Driver's License
- Brief letter stating the request to job shadow signed off by the Principal

Long-Term Internship

- Visitor signs in and displays a visitor label at all times
- Visitor has a current Finger Print Clearance Card
- Front office has a copy of the Finger Print Clearance Card or Driver's License
- Brief letter stating the request to job shadow signed off by the Principal
- Interview with the Principal prior to approval
- A list of expectations for the Student Teacher provided by the Principal
- A list of expectations for the LTS assigned Teacher provide by the Principal
- Student Teacher is prohibited to be alone with any student at any time
- A letter from the Student Teacher's school/program for the long-term internship
- Specifications that are required of the LTS Teacher and site administration
- Original Signature Page received by the LTS Human Resources Director

Assigned LTS Teacher Signature

Date

Site LTS Principal Signature

Date

Assistant LTS Superintendent Signature

Date

LTS Human Resources Director Signature

Date