Intern Paraprofessional/Long-term Substitute Petition
Office of Professional Experiences

SPECIAL NOTE: For your paraprofessional or long-term substitute position to count as your internship, the classroom setting must meet your program requirements including grade and content area.

Directions: Complete this petition and scan/email to OPE-MLFTC@asu.edu

Student Information

ASU ID #:______________________________________   ASU Email:_____________________________________________

First and Last Name:____________________________________________________________________________________

Phone Number:______________________________       Circle One:         Undergraduate            Graduate

Program: Circle one.

ECD: MAC (Graduate Early Childhood Ed.)       BLE/ESL: Elementary Ed. /Bilingual Ed.
EED: Elementary Education  SED: Secondary Education
ECS: Early Childhood Education  SPE/EED: Dual Certification

Explanation of Request: Please complete the following for your current work position in a school.

District:__________________________________   School Name: ____________________

School Address:_______________________________________________________________________________________

Grade Levels:___________________________   Subject/Content Area(s):____________________________________

Lead Teacher Name:_________________________________________________________________________________

Lead Teacher Email:__________________________________________________________________________________

I am hired as an/a: (Circle one.)

Paraprofessional/aid Long-term substitute Other:________________________

SIGNATURES REQUIRED:

Intern: I agree to communicate my course requirements to my supervisor.

Signature:____________________________________________________________   Date:__________________________

Lead Teacher: I have read the requirements and agree to mentor the ASU student in this internship. I am a certified teacher with 3 years minimum teaching experience.

Signature:____________________________________________________________   Date:__________________________

Lead Teacher: I have read the requirements and agree to mentor the ASU student in this internship. I am a certified teacher with 3 years minimum teaching experience.

Signature:____________________________________________________________   Date:__________________________

FOR OFFICE USE ONLY:

SPA Expiration date (required):__________________  Placement Coordinators Initials:_________________

Signature:___________________________________   Date:_____________________  APPROVED  DENIED

Comments:__________________________________________________________________________________________
**Purpose of field experience Assignments:**

- Observe a Lead Teacher to increase one’s repertoire of strategies and skills
- Participate in meetings, duties, and classroom activities
- Tutor individual students
- Co-plan and present lessons.
- Connect & apply teaching strategies learned in ASU classes.
- Fulfill coursework assignments.
- Participate in a field experience setting.

**Intern:**

1. Participate actively in the classroom, completing required Instructional Activities.

2. Fulfill coursework assigned by ASU’s faculty, which includes the Field Experience course requirements (per the syllabus) and other ASU course assignments such as interviews, case studies, assessments, etc.

3. Observe the Lead Teacher, connecting theory and application.

4. Participate in meetings and duties with the Lead Teacher.

5. Tutor students under the direction of the Lead Teacher.

6. Circulate among and assist individual students during group work and individual work.

7. Teach small group and whole group lessons.

**Lead Teacher Expectations:**

Requirements for the use of paraprofessional (Aide)/long-term substitute work hours to count towards Field Experience credit.

1. Per page one of the petition, the classroom setting must meet the intern’s program requirements, including grade and/or content (subject) area.

2. The Lead Teacher must be an AZ certified teacher and have a minimum of 3 years teaching experience.

   - If the Lead Teacher is a preschool teacher, certification is not required but 3 years teaching experience is required.
   
   - If this is our Graduate/MAC Early Childhood Online program and the student is placed outside of AZ, the Lead Teacher should be a certified teacher in the state our student is completing an internship.

   **If the Lead Teacher does not meet this criteria, the principal should designate an appropriate teacher on campus as the student’s Lead Teacher who should be listed on this petition and sign the petition.**

3. The Lead Teacher will sign the intern’s timecard weekly and complete a midterm and a final evaluation of the student in Tk20, ASU’s database system.

**Special Note:** This form may also be used for ASU students to petition to use their work as teacher (in a charter school) as their field experience internship. In these circumstances, the student will still work under the direction of a principal and a principal-appointed Lead Teacher, and the work setting must meet the intern’s program requirements.