

# OXFORD PUBLIC SCHOOLS

## REQUEST FOR STUDENT TEACHING OR INTERNSHIP EXPERIENCE

An important part of your educational training is to complete a Student Teaching or Internship experience. This “on the job” work experience is usually the final step of your training. You will have the opportunity to gain valuable employment skills and learn more about your chosen career path. Our school district is committed to facilitating successful field experiences for college students. All Student Teacher/Internship experiences in Oxford Public Schools are UNPAID. We welcome students and developing educators/counselors to come work with our professional team.

### PROCEDURE and CHECKLIST

- ❑ 1. Fill out and Sign the **Request for Student Teaching or Internship Experience Form** (attached hereto) and send it to the School Principal or Administrator. He/she will then contact you to discuss your college/university requirements and expectations. If/When the School Principal/Administrator and Educator have signed the Form, it should be sent to the Superintendent’s Office.
- ❑ 2. Await approval. Once the Superintendent’s Office receives the signed Request Form, you will be contacted via email and asked to visit the Central Office to complete a CORI (Criminal Offender Record Information) Request Form, sign a Student Teacher and Intern Confidentiality Agreement, and obtain information regarding fingerprinting.
- ❑ 3. A SAFIS (Statewide Applicant Fingerprint Identification Service) must be completed. You should make an appointment for fingerprinting per the instructions and information you receive from the Central Office. Your final fingerprinting report must be received by the Superintendent’s Office prior to entering any classroom.
- ❑ 4. Once the Superintendent’s Office receives your signed Confidentiality Agreement and CORI and SAFIS Reports, both you and the School will be notified that you may commence your student teaching or internship experience. You should then be in touch with the School Principal/Administrator directly to make any scheduling arrangements.
- ❑ 5. If requested by the Educator, the Central Office will then provide you with an Oxford Public Schools email address as well as technology access to the student information system (PowerSchool). This access will be deactivated on your end date.

As a Student Teacher or Intern in our District you are expected to act and dress professionally at all times, working in collaboration with all District personnel in supporting students to achieve to their full potential. Additionally, your actions go beyond the school day, including social media and other electronic posts, and must reflect the professionalism and integrity of Oxford Public Schools.

All student teaching/internship arrangements must be approved by the School Principal or Administrator, with written notification to the Superintendent’s Office prior to the commencement of any such experience. The privilege of student teaching/interning in the Oxford Public Schools may be revoked at any time without prior notice or cause at the discretion of the Principal or Administrator.

Please keep in mind that we are a small school district and not always able to place students with a Professional Educator. Also, we cannot guarantee the number of hours you are required to complete so please plan accordingly.

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**REQUEST FOR STUDENT TEACHING OR INTERNSHIP EXPERIENCE**

Applicant's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

College/University: \_\_\_\_\_

Professor's Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Requested School:** \_\_\_\_\_ **Requested Grade/Discipline:** \_\_\_\_\_

**Requested Start Date:** \_\_\_\_\_ **Requested End Date:** \_\_\_\_\_

Attach hereto a letter on your College/University letterhead clearly stating the purpose of the student teaching or internship experience, the number of hours needed, and any specific requirements; **OR** Provide in the space below the expectations of your student teaching or internship experience, as provided to you by your College/University, along with the number of hours you are requesting.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I understand that all student teaching/internship arrangements must be approved by the Principal/Administrator, with written notification to the Superintendent's Office prior to the commencement of any such experience. I understand that as a Student Teacher or Intern in the Oxford Public Schools, I am expected to act and dress professionally at all times, working in collaboration with all District personnel in supporting students to achieve to their full potential. I understand that my actions go beyond the school day, including social media and other electronic posts, and must reflect the professionalism and integrity of the Oxford Public Schools and its expectations of its staff members. I understand that the privilege of student teaching or interning in the Oxford Public Schools may be revoked at any time without prior notice or cause at the discretion of the School Principal or Administrator.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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**FOR INTERNAL USE ONLY**

Approved by Principal/Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed to by Professional Educator: \_\_\_\_\_ Date: \_\_\_\_\_

Indicate if Student Teacher/Intern requires technology access: Email \_\_\_ PowerSchool \_\_\_ Other \_\_\_\_\_

Received: CORI \_\_\_ Fingerprinting \_\_\_ Confidentiality Agreement \_\_\_