

**FILE: LEA**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: July 15, 1980**      **FILE SECTOR: EDUCATION AGENCY**  
**DATE REVISED: February 15, 1996**      **RELATIONS**  
**DATE REVISED: February 21, 2002**      **POLICY TITLE: STUDENT TEACHING**  
**DATE REVISED: June 19, 2008**      **AND INTERNSHIPS**  
**DATE REVISED: August 20, 2015**

The Medford Area Public School District may participate in student teaching and/or intern programs with area colleges and universities when such programs appear to be mutually beneficial. The district shall have the right to interview and accept or reject individual candidates for student teaching and internships.

**INTERNS**

The purpose of any intern program is to offer the intern an extended laboratory experience in a district classroom situation. The intern program will be approved by the board of education and coordinated on the district level by the district administrator.

Each intern will have contractual status, and as such, is subject to all personnel regulations. The building principal has the primary responsibility for intern supervision but will work jointly with other staff members and university representatives.

**STUDENT TEACHING**

The district administrator or his/her designee shall be responsible for determining the number of student teachers to be scheduled and the assignment of student teachers to experienced teachers. All student teaching assignments shall be made with the consent and approval of the administration.

To enable the education of the youth of our community to continue with the least interruption possible, the following guidelines and rules are to be followed in the student teacher program:

1. Cooperating teachers will have completed a minimum of two years of teaching experience, one of these years must be in the Medford Area Public School District.
2. The building principal shall assign the student teacher and notify the district administrator of such assignment. Notification is to include the name of the student teacher, the cooperating or classroom teacher, the college involved and the term of the practice teaching.

3. If problems arise that cannot be resolved, the Principal may terminate the student teaching assignment.
4. Whenever possible, practice teaching assignments should be rotated among the staff so that one teacher is not called upon to supervise a student teacher each year.
5. Classroom teachers should be alert to the fact that while it may be necessary to leave the classroom so that the student teacher has complete control, the classroom teacher is ultimately responsible for the students' welfare and education. No classroom teacher should leave a student teacher for extended periods of time without some supervision.
6. The cooperating teacher shall make certain that student teachers are knowledgeable of all rules and regulations governing students and the school.
7. Student teacher and cooperating teacher should act as a team to provide students and student teachers the best possible educational experiences.
8. Student teachers are expected to adhere to the policies of the School District, to dress and act in a professional manner, to be punctual at all times for classes and conferences and to notify the school in the event an emergency or illness prevents them from carrying out an assignment.
9. The teacher training institution will be expected to provide liaison personnel who will discuss with the building principal and with the teacher to whom the student is assigned the broad objectives which the institution believes should be sought for the student. Such personnel are free to visit the classrooms to observe the teacher at work.
10. It is expected that the teacher training institution will arrange the schedule of the student teacher to provide sufficient time in the classroom in order that continuity of experience for the practice teacher and the students is insured.

**CROSS REFERENCE: Employee Handbooks & KK  
LEGAL REFERENCE: 118.19(3) Wis. Stats.**