



**Washington County School District**  
121 West Tabernacle Street  
Saint George, Utah 84770  
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# District Policy 1910

## Field Placement & University Partnership

*Educator, Administrator, and Counselor - Adopted 02-08-11; Revised 3-15-16*

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### 1. Purpose:

It is the intent of the Washington County School District to promote and support student educational experiences within its facilities. WCSD is committed to working with our academic institutional partners to optimize the educational experiences of students who are training to become professional educators, school counselors, administrators, and school psychologists.

### 2. Policy:

Due to issues of liability, confidentiality, compliance, educational environment, all WCSD employees, administrators, participating schools, faculty, instructors, and participating students are required to follow procedures established by administration to manage and monitor student teacher and internship assignments for educators, administrators, counselors, and other programs. Field placement assignments are temporary arrangements and may end at any time at the sole administrative discretion of the Washington County School District.

### 3. Procedure:

#### 3.1. Definitions:

3.1.1. "Administrative Internship" means clock hours of supervised clinical experiences to include a minimum of clock hours in a school setting which offers the opportunity of working with licensed principals, students, faculty, classified employees, parents, and patrons as required by Administrative Rule R277-505-4.

3.1.2. "Apprentice Student Enhanced Experience (SEE) Program" means a cooperative educational endeavor between Dixie State University and Washington County School District, designed to enhance a prospective teacher's opportunity for an applied practical classroom teaching experience. To be eligible for participation, candidates must be in good standing with a 3.0 GPA or better and must have completed all academic course work.

3.1.3. "Counselor Internship" means the field experience hours required by Administrative Rule R277-

506-5. The required hours may be sub-divided into two segments at the elementary and secondary level. Counselor internship field experience hours are unpaid and must not be completed on district paid contract time.

3.1.4. "Counselor Practicum" means a practical, usually simulated, application of previously studied theory, monitored by a professional in the field required by Administrative Rule R277-506-1. The required hours are determined by the educational institution. Counselor practicum's are unpaid and if the applicant is a current employee, the practicum must not replace or interfere with assigned position or work expectations.

3.1.5. "Field Placement Committee" shall consist of the Executive Director of Human Resources, the Executive Director of Learning and Development, the Assistant Superintendent of Elementary Education, the Assistant Superintendent of Secondary Education, and a coordinator or point of contact for the applicable district program (counselor, administrative, or student services).

3.1.6. "Field Placement and University Partnership Programs" shall encompass all approved WCSD field placement experiences.

3.1.7. "Supervising Mentor" shall refer to the following types of supervising personnel:

- "Cooperating Teacher" means a licensed teacher, as defined in Administrative Rule R277-509, selected and willing to supervise, counsel, and evaluate an approved student field placement's performance.
- "On-site Supervisor" means the counselor, administrator, or school psychologist selected and willing to supervise, counsel, and evaluate an approved student field placement's performance.
  - The "Supervising Mentor" will hold appropriate qualifying licensure.
  - The "Supervising Mentor" will only supervise one student field placement at a time.
  - The "Supervising Mentor" will schedule regular meetings with the student for feedback and evaluation.

3.1.8. "School Psychologist Internship" means the one school year internship field experience or its equivalent with a minimum of clock hours as required by Administrative Rule R277-506-3.

3.1.9. "Student Teacher" means a university/college student who is teaching without compensation under the direct supervision of a certified teacher in order to qualify for a degree in education. Student teachers are not the "teacher of record." The required minimum clock hours are defined by Administrative Rule R277-504-3.

3.1.10. "Student Teacher Employment Program (STEP)" means a supervised "hands-on" experience to prepare aspiring teachers, to perform assignments and to work as the "teacher of record" upon program completion. If selected, STEP teachers will receive a non-compensated teaching assignment at the start of the school year, under the supervision of a cooperating teacher and a collegiate supervising professor. STEP teachers are expected to attend in-service training as scheduled and Professional Learning Community (PLC) training and preparation activities as scheduled, in uncompensated status. The required minimum clock hours are defined by Administrative Rule R277-504-3. Upon successful completion of the minimum 12-week STEP assignment and all other educational and program requirements for level 1 licensure in the State of Utah, a STEP teacher may be hired to full time temporary status with salary and benefits according to District Policy through the end of the contract year. This action will be contingent upon receipt of documentation from the candidate's university/college department head verifying that the candidate has completed all requirements and is being recommended for level 1 licensure in the State of Utah.

### 3.2. Requirements for all applicants for WCSD Field Placement and University Partnership Programs

3.2.1. Interested applicants must be currently enrolled in nationally or state accredited programs.

3.2.2. All applicants must complete a background check in accordance with requirements established by the Utah State Office of Education.

3.2.3. All applicants must possess an appropriate Utah Student Teaching or Intern license issued by the Utah State Office of Education. CACTUS records will be verified prior to assignment.

3.2.4. With the exception classes approved by the Human Resources Executive Director, applicants must complete all required course work prior to participating in an approved WCSD Field Placement and University Partnership Program.

3.2.5. Student ID name badges must be worn in place of employee badges while completing an approved field placement assignment.

3.2.6. Priority placement consideration will be given to applicants who submit the application to the Human Resource Department on or before April 1st in the school year preceding the requested assignment. Students who submit the application after April 1st will be considered on an availability basis. The form must be signed by the applicant and their university advisor.

3.2.7. All approved field placement experiences must be coordinated through the WCSD Human Resource Department. Applicants must not solicit participation for field placement assignments by arranging an assignment directly with a principal or staff member assigned to a school location.

3.2.8. The Human Resources Executive Director or designee will meet with the appropriate members of the Field Placement Committee in consultation with the proposed supervising principal prior to placement of a student on a field placement assignment.

3.2.9. Principals have the right to reject or accept a proposed placement and are authorized to interview applicants prior to finalizing a placement.

3.2.10. An applicant must agree to conduct his/herself professionally and in accordance with all applicable WCSD policies and procedures and comply with the supervising mentor's directives.

3.2.11. The District reserves the right to end the field placement relationship at the District's sole discretion.

### 3.3. Student Teaching:

3.3.1. Priority placement consideration will be given to students who submit the applicable Student Teacher Application/Agreement to the appropriate WCSD department on or before April 1st in the school year preceding the requested assignment. Students who submit the application after April 1st will be considered on an availability basis.

- Secondary Student Teacher Application/Agreement (District Form 146) must be submitted to the Assistant Superintendent of Secondary Education.
- Elementary Student Teacher Application/Agreement (District Form 147) must be submitted to the Assistant Superintendent of Elementary Education.
- Special Education Student Teacher Application/Agreement (District form 148) must be submitted to the Director of Special Education.

3.3.2. A student teacher must agree to conduct his/herself professionally and in accordance with all applicable WCSD policies and procedures and comply with the cooperating teacher's directives.

3.3.3. Student teachers must apply for and receive a temporary Utah Student Teacher license issued by the Utah State Office of Education prior to beginning a student teacher assignment.

3.3.4. Student teachers must not be employed by Washington County School District in any other capacity during their assignment as a student teacher.

3.3.5. All student teacher assignments are arranged by the WCSD District Office. The applicant must not solicit participation as a student teacher by arranging an assignment directly with a principal or staff member at a school.

### 3.4. Paid Teacher Interns

3.4.1. Paid teacher internship experiences must be competitively selected from eligible student candidates.

3.4.2. Paid teacher internship applicants must meet program educational requirements and hold a Utah Student Teacher License in accordance with Administrative Rule R277-509-3 before a selection can be finalized.

3.4.3. Paid teacher interns will receive no more than 50% of the basic first step of the TT schedule for full time employment for the contract year of the internship assignment.

### 3.5. Administrative Internship

3.5.1. Administrative internship hours must not be completed during contract time unless approved in advance by the Field Placement Committee. Administrative interns must complete a Student Administrative Intern Program Application/Agreement (District Form 150D).

3.5.2. Administrative internships are unpaid and must not be completed on district paid contract time unless approved in advance by the Field Placement Committee.

3.5.3. Administrative interns occupying district paid positions with added flexibility or who are not engaged in direct student supervision, such as learning coaches or teachers on special assignment, must identify program flexibility in advance by completion of the submission of the MANDATORY Administrative Internship Program Plan (District Form 145).

3.5.4. If contract time is approved such participation MUST absolutely not interfere with the applicant's teaching or job assignment. Principals have the discretion to end intern hours completed during contract time if he or she determines there is a conflict or a distraction from completion of teaching or other job duties.

3.5.5. Schools will be limited to no more than one administrative internship assignment at any given time. Multiple administrative internship assignments at a single location distract from the school administrator's ability to complete contract expectations and must not be allowed.

### 3.6. Counselor Practicum/Internship Assignments

3.6.1. Counselor Practicum applicants must complete a School Counselor Practicum Application/Agreement (District Form 149) prior to assignment and thereby agree to comply with all applicable school and WCSD policies. The School Counselor Practicum Application/Agreement must be submitted to the K-12 Counseling Coordinator.

3.6.2. All applicants applying for a counselor practicum must complete a background check in accordance with requirements established by the Utah State Office of Education. Counselor internship applicants must hold a Utah Intern Temporary License issued by the Utah State Office of Education. CACTUS records will be verified prior to assignment.

3.6.3. If the applicant is a current employee of Washington County School District the Counselor Practicum/Internship assignment must not interfere with teaching or other assignments.

3.6.4. With the assigned administrator or principal's approval a practicum applicant may use scheduled "preparation" time for the purpose of completion of a portion of practicum hours. If "preparation" time is approved for practicum hour completion, it must not interfere with assigned responsibilities or attendance expectations, to include all contract and staff meeting requirements.

3.6.5. Counselor Internship applicants must complete the applicable School Counselor Intern Program Application/Agreement (District Form 150B or 150C) prior to assignment and thereby agree to comply with all applicable school and WCSD policies. Paid counselor interns receive no more than .5 FTE of the basic first step of the TT schedule for full time employment. Current employees may receive no more than .5 FTE of their current salary and step. A MAXIMUM of 50% of actual time worked may be in paid status, the remaining time must be uncompensated. Actual work hours that are compensated cannot be applied toward the required 600 hours of field experience. Only uncompensated field experience may be applied to the required 600 hours.

3.6.6. Practicum/internship assignments may end at any time at the District's sole discretion.

3.6.7. Schools will be limited to no more than one counselor practicum/intern assignment per school year.

### 3.7. Apprentice Student Educational Experience (SEE) Program with Dixie State University Students

3.7.1. To be eligible, all apprentice participants must complete the Student Enhanced Experience (SEE) Apprentice Program Addendum/Agreement (District Form 151) acknowledging agreement with the following conditions of participation:

- Will not engage in other employment that conflicts with apprentice program, to include substitute employment.
- Perform duties as outlined by the teacher of record assigned to the class and school principal.
- Perform duties for a minimum of 3.5 hours each workday.
- Be released from work in sufficient time to attend classes at Dixie State University.
- Complete all additional practicum and student teaching assignments as required in the DSU Education program which includes the practicum that will be one full day each week during the Fall Semester and full time student teaching for 11 weeks as scheduled during Spring Semester.
- Receive an approved stipend for work beyond the required practicum student teaching days. Apprentice participants are not paid for practicum or student teaching assignments.
- Apprentice participants are allocated up to five (5) sick/vacation days at no deduction in the approved stipend.
- Participate in all school activities and programs to the extent that they do not conflict with university classes.
- Apprentice participants serve under a temporary agreement that may end at any time at the sole administrative discretion of the Washington County School District.

### 3.8. Student Teacher Employment Program (STEP) Assignments

3.8.1. Applicants must complete a Student Teacher Employment Program (STEP) Application/Agreement (District Form 150A) prior to assignment and thereby agree to comply with all applicable school and WCSD policies.

3.8.2. STEP assignments are a minimum of 12 weeks. STEP teachers are not compensated as employees while completing their STEP assignment. STEP teachers must not be employed by Washington County School District in any other capacity during their STEP assignment.

3.8.3. Upon successful completion of the STEP assignment and all other educational and program requirements for licensure in the STATE of Utah, a STEP teacher may be hired to full time temporary status with salary and benefits according to District Policy through the end of the contract year. This action will be contingent upon receipt of documentation from the candidate's university/college department head verifying that the candidate has completed all requirements and is being recommended for level 1 licensure in the State of Utah.

3.9. Failure to comply with the terms, limitations, and conditions of this policy may result in termination of the employment of any current Washington County School District employee participating in any of the WCSD Field Placement and University Partnership programs.