



Murray City School District

Administrative Guidelines and Procedures

Student Teachers, Counselor Internships, Administrator Internships

Student Teachers

Student teaching placements are to be pre-approved by the Director of Personnel in consultation with the school principal. A request for a student teacher placement may originate at either the school or district level. Student teaching placements are not to be made by the prospective student teacher. **All placements for special education will require consultation with the At-Risk Supervisor.*

Cooperating teachers are to be experienced (3+ years) and highly effective educators who are willing and capable of mentoring a student teacher.

After pre-approval, the student teacher will be required to complete an official ***Student Teacher Request Form*** and submit it to the district for final approval. This form can be found at <http://www.murrayschools.org/departments-programs/human-resources/>.

Counselor Internships

Educators applying for a counselor internship will be required to complete an official ***Administrative/Counselor Internship Request Form*** and submit it to the Director of Personnel. This form can be found at <http://www.murrayschools.org/departments-programs/human-resources/>. In addition, a Proposed Internship Schedule is required to be submitted (dates, times, etc.). **Proposed schedules should be submitted at least one month before the internship is to begin.*

The Director of Personnel, in consultation with the school principal, will make all internship placements. Internship placements are not to be made by the prospective intern.

It is imperative that interns be informed of the following conditions of their internship.

- Internship hours should generally be completed “off contract time or outside their regular school assignment” if interns are current employees of the Murray City School District. Proposed schedules may include reasonable exceptions, such as during preparation periods, lunch, etc.
- Internships should broaden an intern’s experience; therefore, placement at their current school location is discouraged.
- Interns must have an assigned mentor to oversee the internship. School counselors who act as mentors are to be experienced (3+ years) and highly effective educators who are willing and capable of mentoring a counselor intern.

Administrator Internships

Educators applying for an administrative internship will be required to complete an official *Administrative/Counselor Internship Request Form* and submit it to the Director of Personnel. This form can be found at <http://www.murrayschools.org/departments-programs/human-resources/>. In addition, a Proposed Internship Schedule is required to be submitted (dates, times, etc.). **Proposed schedules should be submitted at least one month before the internship is to begin.* Lastly, all applicants will have an interview with the Director of Personnel.

Administrator internships will be granted to qualified candidates based upon district need and capacity to accommodate. The Director of Personnel, in consultation with the school principal, will make all internship placements. Internship placements are not to be made by the prospective intern.

It is imperative that interns be informed of the following conditions of their internship.

- Internship hours should generally be completed “off contract time or outside their regular school assignment” if interns are current employees of the Murray City School District. Proposed schedules may include reasonable exceptions, such as during preparation periods, lunch, etc.
- Internships should broaden an intern’s experience; therefore, placement at their current school location is discouraged.
- Interns must have an assigned mentor to oversee the internship. School administrators who act as mentors are to be experienced (3+ years) and highly effective educators who are willing and capable of mentoring an administrative intern.

Technology Access and Data Privacy

Once an individual has been approved by the district as a student teacher or intern, the building level principal will complete the personnel action form. This will allow the individual to obtain a @murrayschools.org email address. All communication related to the individual’s assignment and duties with the Murray City School District during their experience must go through district email; not a personal email address.

Student teachers and interns are required to complete the Acceptable Use Agreement Form. This form can be found at <https://www.murrayschools.org/technology-department/> under the Electronic Forms section.

The building level principal will submit a help desk ticket to have a district owned laptop issued to the student teacher/intern. Once the laptop is issued, the student teacher/intern must fill out the Computer Checkout Form found at <https://www.murrayschools.org/technology-department/> under the Electronic Forms section. All work related to the individual’s assignment and duties with Murray City School District must be conducted on the district issued laptop. This laptop must be returned at the end of the individual’s placement in the district.

Student teachers/interns must complete the Safe Schools online training prior to working with students. The building level administrator should contact the Director of Personnel to assign this training.

Observations and Field Placements by College Students

Observations and Field Placements that take place prior to student teaching are to be approved by the individual school principal.

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