The Office of Staff Development is responsible for the placement of interns in their final level (3) prior to graduation. All placements must be coordinated by this office. No student interns or professors will contact school administrators directly for placement. No placement is forwarded directly to schools or content supervisors within our district by a college or university.

The following guidelines and procedures will be implemented in the placement of interns within the Hillsborough County Public Schools.

A. University Intern Placement Coordinators must submit a pre-list of students that will be applying for internship during the upcoming fall or spring session with HCPS. This list will be submitted to Staff Development in advance of the intern applications.

B. The Fingerprint department communicates with Staff Development on a daily basis. Students who arrive at Velasco Center to be printed without pre-approval clearance through Staff Development will not be allowed to print.
   
   The Fingerprint Verification form will be on yellow paper and signed by the Intern placement coordinator who represents the University. If the form is not signed, they will not accept it and will not allow the intern to print.

C. Universities send intern applications to Staff Development. The application must include:
   
   a. Contract between the university and Hillsborough County Public Schools.
   b. Biography
   c. Updated Transcripts
   d. HCPS Fingerprint Verification Form
   e. HCPS Criminal Background History Form

The application is processed as follows:

- The internship applications are logged into a database titled “Interns” and sorted by certification area.

- Applicants with an arrest history must submit their application, the arrest documentation, and a signed hand-written explanation of the arrest and the resolution of the incident. The General Manager of Professional Standards reviews the documents and makes a decision regarding the eligibility of the prospective intern. The decision is communicated back to the Director of Staff Development and then to the university.
• All Criminal History documents are submitted by Staff Development to the General Manager of Professional Standards and a copy of the documents are maintained in the Staff Development office.

• The clerk in Staff Development prepares a memorandum including the names of the interns to be assigned and a list of intern eligible teachers within the district for each of the subject area supervisors.

• The applications including the university contracts are sorted by subject areas and distributed to the appropriate supervisor in the following departments:

  Early Childhood  
  Elementary  
  Middle  
  Secondary  
  Exceptional Student Education  
  Technical, Career and Adult  
  Guidance

• When contracts are received by the placement supervisors, they will hand deliver the contracts to sites for signatures and the supervisor must return the contracts to Staff Development. Contracts will not be left at the school site for signatures and then be the responsibility of the site to return.

• Placement supervisors will contact site principal / administrator to request placements for interns. No contact will be made by the supervisor directly to the teacher.

• Middle and secondary subject area applications are given to the supervisors in the respective content areas.

• Technical, Career and Adult applications are given to the general director of that area.

• Interns in the areas of art and music are required to complete a split internship. They are assigned equally to an elementary and a middle or secondary school. The university grants a tuition waiver to both cooperating teachers.

• Early Childhood applications are given to the Early Childhood Supervisor and are assigned to teachers certified to supervise interns in pre-kindergarten and kindergarten at one of the Early Childhood Centers. When necessary, the Kindergarten Supervisor and the Elementary Supervisor will assign interns to kindergarten and primary classroom teachers at an elementary school.
• The University of South Florida will place the interns who are assigned to "Professional Development School." Teachers who receive an intern at these school sites must have successfully completed specific training at the university.

• Student interns and/or professors do not contact site administrators, content supervisors, etc. to arrange for placement. All placements are made through Staff Development using the application process.

• Specific requests due to transportation, child care issues, etc. are put in writing and attached to the application for review. After review, consideration will be given if possible, but there is no guarantee that requests will be granted.

• Universities / Colleges will not send interns with applications to the office of Staff Development. We do not communicate with interns on an individual basis. We work strictly through the university intern coordinator/ advisor and follow the district guidelines for placement. We redirect all student inquiries back to the university / college coordinator.

• **Compensation for cooperating teachers by a college or university that provide a voucher for coursework includes those in the State of Florida university system.**

• **Institutions not providing a voucher are responsible for a $300.00 fee paid to the Hillsborough County Public Schools to be held in trust for the cooperating teacher. This fee must be paid prior to the end of the internship. Staff Development will send a letter of notice and then an invoice to the institution and the $300.00 fee is mailed directly to the Hillsborough County Public Schools cash office.**

• **This fee must be paid by the university or the student (university decision). If the fee is paid by the student, it must be paid prior to placement. This fee will remain in the trust for the cooperating teacher and will be paid to the teacher when proof of payment and successful completion of a university course (Grade C or higher) is provided.**

• **No monetary compensation will be paid directly to teachers for supervising interns.**

• Guidelines for placement of interns attending a private and/or out of state university. Interns attending private or out of state universities are placed in the same manner as interns from state institutions unless the intern has course deficiency. These institutions must pay a $300.00 fee prior to the end of the internship.

• Guidelines for paid internship in the area of Guidance. Interns assigned to a paid internship receive payment equal to a long-term substitute.
The institution establishes the employment criteria to be used. The administrator must submit a written agreement that the intern teacher will be employed at the end of the internship. The Division of Human Resources is involved in the hiring process.

- In the event a problem occurs once the internship has begun, the institution, the Director of Staff Development, the cooperating teacher and the principal work collaboratively to find the most appropriate placement for the intern.

Terms:

PDS – Professional Development School
PPP – Professional Practice Partner
MAT – Master of Arts Teacher
Elementary, Middle, Secondary, ESE

**Note:**
*Out of State University’s must work with local University’s to provide supervising professor to observe and evaluate intern.*

Revised
9/2007