



Field Experience and Internship Placement Policies

Purpose

Orange County Public Schools collaborates with colleges and universities to provide training experiences for students enrolled in teacher education and other professional programs. Our district supports training a diverse pool of student teachers from approved teacher preparation programs to teach in critical shortage areas and challenge schools, as well as to add diversity to the workforce.

OCPS Internship Placement Goal

It is a goal of the OCPS Internship Program to continue solidifying the relationship with our university partners to provide high quality field experiences for all aspiring teachers.

Agreement for the Placement of Interns

We believe that student teachers make a positive contribution to the education of our students and that the district contributes significantly to future educators by offering quality teaching experiences to over 300 university students each semester. By collaborating with our university partners, we hope to nurture the professional growth of interns, support the continued professional development of collaborating teachers, provide rich learning experiences in our classrooms and strengthen our partnerships with colleges and universities.

To this end, all requests for internship placement are made through the Internship Department in conjunction with school leadership and our university partners. Only students registered at higher education institutions holding an OCPS placement agreement are deemed eligible for internship placement consideration. The stipulations contained in the placement agreement serve as the guiding framework to support the professional development of the aspiring educators.

Prerequisites to Establishing a Placement Agreement

Currently, our district has forged internship placement agreements with 25 university partners. We will consider adding new university partners based on our district's hiring needs, the strength of the teacher preparation program, along with the capacity and the availability of school placement sites and supervising teachers. We will also take into consideration the prospective university partner's commitment to provide direct supervision and assistance to its interns in collaboration with the supervising teacher, the school leadership, and the Internship Department.

Placement Preferences

In placing interns and field experience students, it is our desire to satisfy the interns' placement preferences. However, we must balance a range of considerations described below:

- ❖ University partners are asked to deliver all their internship placement applications to our Internship Department. Students will be discouraged from seeking or arranging their own placement. Students requesting placements are asked to express their placement site preferences as part of the internship application process. We will attempt to accommodate their preferences however; it is not always possible or appropriate to do so.
- ❖ Placements are made with primary consideration of future teaching certification and subject content area requirements.
- ❖ The certification requirements take priority over placing students in a preferred grade level or desired situation.
- ❖ The Internship Department does not control decisions to re-assign teachers or teacher transfers, teachers moving out of the area, retirements, promotion, resignations, dismissals, illnesses or extended leaves of absence. All placements are subject to change due to circumstances beyond our control.
- ❖ If a placement change becomes necessary, we will make every reasonable attempt to identify a suitable alternate site promptly.
- ❖ Aspiring teachers can expect to be placed in a variety of school environments including urban, suburban and rural settings.
- ❖ We avoid placing interns in situations where they have personal family or close associations with school administrators, faculty or staff. It is our intent to prevent any potential conflict of interest or allegation of bias pertaining to the intern's performance. With this in mind, we make a concerted effort not to place interns in schools they have attended as a K-12 student. We also avoid placing an intern where a close relative is employed.
- ❖ When the intern reaches senior level status and is an OCPS employee, placement will normally be made in a site other than the employee's place of work.
- ❖ The Internship Department must be notified immediately of any changes in placement, supervising teacher, or any incident involving interns. We reserve the discretion of final approval on internship placements.

Our Vision

To ensure every student has a promising and successful future

Our Mission

With the support of families and the community,
we create enriching and diverse pathways to lead our students to success