



# Orange County Public Schools

## *INTERNSHIP TIMELINE PROCESS Fall 2023*

www.ocps.net

**OCPS Internship Program**

407-317-3408

<b>DATE</b>	<b>ACTION</b>
March 7, 2023 1 - 2	Internship College / University Coordinator Meeting
May 5, 2023	Intern packets due to OCPS from universities/colleges
May 8 to June 2, 2023	Fingerprinting begins / ends for interns. (1 month window)
May 15 to May 26, 2023	OCPS – Categorize all interns input into database/process
June 1, 2023	All pending agreements with universities for intern placement must be finalized
July 9, 2023	OCPS begins sending paperwork to schools for supervising teacher matching and placements.
July 23, 2023	OCPS sends a reminder to schools to return Agreement Forms.
August 14, 2023	OCPS sends electronic placement roster to schools, colleges and universities containing names of interns who have cleared fingerprinting.
<b>Tentative date/time</b> August 25, 2023 9-10 am	OCPS Senior Intern Orientation

Please refer to the OCPS Internship Placement Policies posted on the Internship website at [https://www.ocps.net/departments/human\\_resources/substitute\\_services\\_and\\_special\\_projects/interns\\_information/](https://www.ocps.net/departments/human_resources/substitute_services_and_special_projects/interns_information/)