



# LYNCHBURG COLLEGE

## SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT

### Student Teaching/Internship Regulations and Responsibilities

PLEASE READ CAREFULLY.

1. Application for admission to student teaching/internship **does not constitute registration**. It merely notifies the Director of Teacher Education that the applicant desires placement. Registration for student teaching/internship must be completed in the regular manner during the official pre-registration or registration period.
2. A final screening of applications for admission to student teaching/internships will be conducted just prior to the beginning of the semester for which the applicant has registered. If this final screening reveals that the applicant has become ineligible as a result of coursework completed the semester immediately preceding, he/she will be required to cancel his/her registration. Therefore, if the applicant becomes aware as the preceding semester draws to a close that he/she is in jeopardy of becoming ineligible, it is to her/her advantage to notify the Director of Teacher Education.
3. If for any reason, the applicant decides not to enter student teaching/internship, he/she should notify the Director of Teacher Education immediately. Failure to give notification prior to receipt of a confirmed placement will result in forfeiture of the \$100 application fee.
4. The student teaching/internship semester is considered to be a full academic load. Students duplicate the cooperating teacher's work day in their assigned schools. Therefore, during this time the students are advised to **limit registration to the required number of hours** comprising the program. Exceptions should be discussed with advisors. Further, students are advised **not** to engage in part-time work during the semester.
5. During the time of student teaching/internship, students will comply with the policies, procedures, and rules of the school system to which they are assigned. Such regulations would include work hours, vacation schedules, attendance at meetings, extra-curricular assignments, and dress and grooming. (Note: The calendar of the assigned school district is followed rather than LC's semester calendar.)
6. Since a College Supervisor is assigned to address the needs of individuals and seminar groups as she/he deems necessary, student teachers/graduate interns should expect assignments and/or activities beyond or elaborating on those outlined in the *Student Teaching Handbook*.
7. Students who expect that they may need special accommodations in order to successfully complete student teaching/internship should contact Ms. Shawn Arnold in the Academic Advising Office. All inquiries and information will be kept confidential and will not be released without the student's written consent. If accommodations are requested, then the need for such will be verified and officially shared with the School of Education and Human Development as approved by the student. Subsequently, the School will implement reasonable accommodations and provide sound, informed advising. If accommodations need to be made at a field experience (including student teaching/graduate internship), the student will need to approve disclosure to the individuals involved in on-site supervision.
8. All student teaching/internships **must** be completed within the Central Virginia and general Lynchburg College catchment area. All supervision will be completed by a School of Education and Human Development faculty member. Any appeal of this policy may be made in writing through the Director of Field Experiences to the Student Teacher/Graduate Intern Admissions Committee. Appeals will be considered only based on extraordinary circumstances. A processing fee of \$100.00 will be charged to cover efforts for coordination of any out-of-residence placements granted an appeal.

### Acknowledgment and Acceptance

I have read the above statement, "Student Teaching/Internship Regulations and Responsibilities," and I agree to accept and abide by the standards and conditions stated therein.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_