

620: Student Teacher Policy

1. Purpose:

It is the intent of St. George Academy to promote and support student educational experiences within its facilities. SGA is committed to working with our academic institutional partners to optimize the educational experiences of students who are training to become professional educators, counselors, and administrators.

2. Policy:

Due to issues of liability, confidentiality, compliance, educational environment, all school employees, administrators, participating schools, faculty, instructors, and participating students are required to follow procedures established by administration to manage and monitor student teacher and internship assignments for educators, administrators, counselors, and other programs. Internships, practicum, clinical, and student teaching assignments are temporary arrangements and may end at any time at the sole administrative discretion of St. George Academy.

3. Procedure:

3.1. Definitions:

3.1.1. "Internship" shall refer to the following three types of experiences:

- "Administrative Internship" means 450 or more hours of supervised clinical experiences to include a minimum of 200 hours in a school setting which offers the opportunity of working with licensed principals, students, faculty, classified employees, parents, and patrons required by Administrative Rule [R277-505-4](#).
- "Counselor Internship" means the 600-hour field experience required by Administrative Rule R277-506-5. The required hours may be sub-divided into two 300-hour segments at the elementary and secondary level. Counselor internship field experience hours are unpaid.
- "Student Teacher Internship" means a supervised "hands-on" experience to prepare aspiring teachers, to perform assignments and in doing so act, or work as the "teacher of record." All university/college course work must be completed prior to participation in the program. If selected, teacher interns will receive a non-compensated teaching assignment at the start of the school year, under the direction of a school mentor teacher and a collegiate supervising professor. Interns are expected to attend in-service training as scheduled, in uncompensated status. Upon successful completion of the minimum 12-week student teaching assignment and all other educational and program requirements for licensure in the state of Utah, a student teacher intern may be converted to full time temporary status with salary and benefits through the end of the contract year. This action will be

[Board Rule R277-505](#)

contingent upon receipt of documentation from the candidate's college or university department head verifying that the candidate has completed all requirements and is being recommended for licensure in the State of Utah.

3.1.2. "On-site Supervisor" means the teacher, counselor or administrator selected and willing to supervise, counsel, and evaluate a student intern's or student teacher's performance.

- "On-site Supervisor" will hold appropriate qualifying licensure.
- The "On-site Supervisor" will only supervise one intern at a time.
- The "On-site Supervisor" will schedule regular meetings with the student for feedback and evaluation.

3.1.3. "Counselor Practicum" means a practical, usually simulated, application of previously studied theory, monitored by a professional in the field required by Administrative Rule [R277-506-1](#). The required hours are determined by the educational institution. Counselor practicums are unpaid and if the applicant is a current employee, the practicum must not replace or interfere with assigned position or work expectations.

3.1.4. "Student Teacher" means a college student who is teaching without compensation under the direct supervision of a certified teacher in order to qualify for a degree in education. Student teachers are not the "teacher of record."

3.2. Student Teaching:

3.2.1. A student teacher must agree to conduct themselves professionally and in accordance with all applicable school policies and procedures and comply with the on-sight supervisor's directives.

3.2.2. Student teachers must apply for and receive a temporary Utah Student Teacher license issued by the Utah State Office of Education prior to beginning a student teacher assignment.

3.2.3. All student teacher assignments are arranged by the Administration.

3.3. Requirements for all Student Intern Programs

3.3.1. Students interested in internship assignments must be currently enrolled in nationally or state accredited programs.

3.3.2. All applicants applying for an internship must complete a background check in accordance with requirements established by the Utah State Office of Education.

3.3.3. All students and interns must receive a Utah Student Teaching or Intern license issued by the Utah State Office of Education.

**Policy Adapted from Washington County
Board Approved 12-15-2016
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[Board Rule R277-505](#)

3.3.4. With the exception of a capstone class, student interns must complete all required course work prior to participating in an internship program.

3.3.5. Student ID name badges must be worn in place of employee badges while completing internships.

3.3.6. Priority placement consideration will be given to intern student candidates who submit the application to SGA on or before April 1st in the school year preceding the requested assignment. Students who submit the application after April 1st will be considered on an availability basis.

3.3.7. All internship experiences must be coordinated through Administration.

3.3.8. SGA Administration has the right to reject or accept a proposed placement and are authorized to interview applicants prior to finalizing a placement.

3.3.10. An intern teacher must agree to conduct themselves professionally and in accordance with all applicable school policies and procedures and comply with the on-sight supervisor's directives.

3.3.11. SGA reserves the right to end the intern or student teacher relationship at the Director's sole discretion.

3.4. Paid Interns

3.4.1. Paid internship experiences must be competitively selected from eligible student candidates.

3.4.2. Paid internship applicants must meet program educational requirements and hold a temporary Utah Intern license in accordance with applicable Utah State Administrative Rules before a selection can be finalized.

3.5. Administrative Internship

3.5.1. Administrative internship hours must not be completed during contract time unless approved in advance by the Administration.

3.5.2. Administrative interns occupying paid positions with added flexibility or who are not engaged in direct student supervision, such as staff developers or teachers on special assignment, must identify program flexibility in advance.

3.5.3. If contract time is approved such participation MUST absolutely not interfere with the applicant's teaching or job assignment. The Administration has the discretion to end intern hours completed during contract time if they determine there is a conflict or a distraction from completion of teaching or other job duties.

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[Board Rule R277-505](#)

3.5.4 St George Academy will be limited one administrative internship assignment at any given time.

3.6. Counselor Practicum/Internship Assignments

3.6.1. Counselor Practicum applicants must complete an application/agreement prior to assignment and thereby agree to comply with all applicable policies.

3.6.2. All applicants applying for a counselor practicum must complete a background check in accordance with requirements established by the Utah State Office of Education.

3.6.3 Counselor internship applicants must hold a temporary Utah Intern license issued by the Utah State Office of Education. CACTUS records will be verified prior to assignment.

3.6.4. If the applicant is a current employee of the school, the Counselor Practicum/Internship assignment must not interfere with teaching or other assignments.

3.6.5. With the Director's approval a practicum applicant may use scheduled "preparation" time for the purpose of completion of a portion of practicum hours. If "preparation" time is approved for practicum hour completion, it must not interfere with assigned responsibilities or attendance expectations, to include all contract and staff meeting requirements.

3.6.6. Counselor Internship applicants must complete the applicable agreement form prior to assignment and thereby agree to comply with all applicable policies.

3.6.7. Practicum/internship assignments may end at any time at the Director's discretion.

3.6.8. SGA will be limited one counselor practicum/intern assignment per school year.