Volusia County Schools

Senior Internship Orientation Handbook
The School Board of Volusia County
200 North Clara Avenue, DeLand, FL 32720 (386) 734-7190

District Vision Statement
Ensuring all students receive a superior 21st century education.

District Mission Statement
Volusia County Schools will ignite a passion for learning by providing a challenging, creative curriculum in a safe, supportive environment where students reach their highest potential.

School Board of Volusia County
Mrs. Linda Cuthbert, Chairman
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Mrs. Melody Johnson
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INTRODUCTION

Volusia County School District
Internship Placement Procedures

The Volusia County School District partners with colleges and universities to provide student teaching experiences for undergraduate and graduate students seeking to enter the education profession. This manual is intended to be a resource for district personnel, college/university internship coordinators, and senior level student interns. The procedures herein apply to senior and graduate level teacher preparation students who are completing internships. Junior level college students who need to complete a field observation, practicum and other similar college requirements will be processed as volunteers through the district’s Volunteer/Partnership Programs Department.

District employees shall be responsible for following the guidelines of the College of Education Senior Internship program, including recognition of the confidential nature of information regarding the college’s student interns and their records.

The role of a supervising teacher/administrator is vitally important in shaping the future of the education profession. All teachers are encouraged to receive the clinical education training necessary to become cooperating teachers. Information on this training is available from the district’s Professional Development Department (386) 734-7190, ext. 20550.
Volusia County School District
Section 1 - Internship Placement Process

1. Junior level college students completing field observations, internships and other similar college requirements will be processed as volunteers through the district’s Volunteer/Partnership Programs Department. For more information on this process you may contact Annette Hood, (386) 255-6475, ext. 38381, iahood@volusia.k12.fl.us or click on College Student Volunteers.

2. Upon clearance by the Volunteer/Partnership Programs Department, the junior level students will be eligible to volunteer at any Volusia County School. Placement for these students will be arranged by the college/university internship coordinator, principal and supervising teacher/administrator.

   Note: Junior level students who wish to fulfill their requirements in speech/language must contact Pat Kicklighter, ESE Speech Specialist.

3. All senior level, guidance and administrative/graduate students seeking to intern with the Volusia County School District (the District) must submit an Internship Application online (Appendix A) and the University Approval Form (Appendix B) to the district’s Recruitment Department.

   Exceptions: Prospective guidance, social work, speech/language and psychologist interns require additional steps and need to contact the persons indicated below prior to completing the district’s Internship Request Form.

Guidance
Dr. Amy Hall
Specialist, Guidance
386-734-7190, ext. 20658
alhall@volusia.k12.fl.us

Psychologist *
Troy Radford
Coordinator, School Psychological Services
386-734-7190, ext. 20757
twradfor@volusia.k12.fl.us

Social Work
Dianne Martin-Morgan, MSW, BS
Coordinator, School Social Services
386-734-7190, ext. 20755
dmartin@volusia.k12.fl.us

Speech/Language
Pat Kicklighter
Coordinator, ESE Programs
386-734-7190, ext. 20478
pkicklig@volusia.k12.fl.us

Technology – Field Support
Jason Parodi
Field Support Manager
386-734-7190, ext. 20999
japarodi@volusia.k12.fl.us

Technology – Web Support
Madeline Schimenti
Web Developer
386-734-7190, ext. 20961
meschime@volusia.k12.fl.us

*Psychologist interns are hired as employees in accordance with the Florida Association of School Psychologists (FASP) Internship Standardization Process and their entire internship process is handled through School Psychological Services.
4. All college/university coordinators must submit an Internship Placement Request (excel spreadsheet) for Online application (Appendix B) or a hard copy Internship application for universities which do not submit an online request form to the District’s Recruitment Department as verification of each student’s eligibility to intern. Additionally, college and university supervising professors may be asked to complete a placement excel report for interns. This assists the recruitment office in the best placement of local interns.

5. All internship requests and approval forms are due by **May 1<sup>st</sup> for fall internships** and **November 1<sup>st</sup> for spring internships.** Forms may be submitted up to two months prior to the due date.

*Please be advised, employees with Volusia County Schools may not intern during working hours unless the internship consists of the employee’s specific job duties. Assignments outside the scope of their regular assignments must be handled as non-duty time and covered by appropriate leave or comp time.*

6. Internship requests received by the Recruitment Department will be verified for completion. The Recruitment Department will then notify applicants and the college/university via email when they are approved to have their fingerprints taken. Fingerprints must be completed within ten days after notification. However, all fingerprinting must be completed by May 30<sup>th</sup> for fall internships and November 30<sup>th</sup> for spring internships. **Fingerprinting completed prior to this notification will not be accepted.** (Current employees and/or substitutes will not be required to be re-fingerprinted).

7. The Recruitment Department will immediately notify the college/university of applicants who do not pass screening. Placement of interns is contingent upon a complete and satisfactory application and screening.

*Failure to submit the internship requests by the due date, a delay in fingerprinting or other circumstances as determined by the District may result in an intern’s request being denied or an intern not being placed in his/her geographic area of preference.*

8. The district placement personnel will contact principals to obtain placements for interns. The principal is responsible for ensuring that the assigned supervising teacher meets district requirements. The district placement personnel will attempt to secure a placement for the intern within two weeks. However, the time frame of placement may be impacted by the availability and agreement of the principal and supervising teacher. **The college/university placement coordinators are NOT TO CONTACT the district placement personnel, NOR the principal/administrator regarding placement of interns.**

Note: Intern placement in a school with relatives is not advisable or best practice. Accepting a placement with relatives on the same campus is at the discretion of the principal/administrator and the college/university.

9. Once the student is placed, the placement personnel will e-mail the details to the Recruitment Department. After all appropriate signatures have been obtained, the placement personnel will return the completed Internship Request to the Recruitment Department. The Recruitment Department will notify the college/university of the placement immediately and send a copy of the completed Intern Requests to the college/university. The college/university placement coordinators are responsible for notifying the interns of their placements.
10. **Upon notification of their placement, interns are to contact their supervising teacher/administrator** in order to set up their internship schedule for the semester.

11. If it becomes necessary to change a student’s school assignment, the district placement personnel or college/university contact will notify the Recruitment Department. See Section 2 – Internship Communication Procedures for details.

12. Upon the student’s internship completion or termination, the supervising teacher or supervising administrator may be asked to complete the Internship Disposition Form (Appendix C) and forward it to the Recruitment Department.

13. Upon the student’s internship completion or termination, he/she is to complete the Intern Response Form (Appendix D) and return it to the Volusia County School District’s Recruitment Department.

14. It is the district’s practice to have a substitute teacher in the classroom with a senior intern in the event of the supervising teacher’s absence.

15. An intern placed in Volusia County Schools may not administer the FSA test. However, an intern may serve as assistant (defined as proctors by the Florida Department of Education) to certified teachers provided they have been trained by the school’s testing coordinator, and provided that the college/university has approved the intern’s assistance with FSA testing. Other assessments such as DA assessments, unit tests, chapter tests, etc. are not high stakes and may be directly administered by interns with the approval of the supervising teacher/administrator and the intern’s college/university.

16. Colleges/universities may offer tuition waivers to supervising teachers/administrators, but may not offer stipends to them, nor to the schools/departments.

*Direct questions or concerns regarding these procedures to the following:*

**Heidi Kochis, Coordinator**  
**Recruitment & Retention**

**Volusia County Schools**  
Human Resources  
200 North Clara Avenue  
DeLand, FL 32720  
(386) 734-7190, ext. 20492  
(386) 626-0040 Fax  
hgkochis@volusia.k12.fl.us

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**Joanne Hulse, Office Specialist**  
386-734-7190 ext. 20168  
jrhulsey@volusia.k12.fl.us

**Bonnie Turner, Office Specialist**  
386-734-7190 ext. 20115  
blturner@volusia.k12.fl.us
Volusia County School District
Section 2 – Internship Communication Procedures

Professionals have different styles, philosophies and experiences. In the rare case that an intern or supervising teacher has difficulty during the time of placement, please follow the procedures below so the experience of both teacher and intern can be a successful one.

Communication Steps for Interns

Step 1. Speak respectfully with your supervising teacher or supervising administrator about the difficulty.

Step 2. Consult with your college/university internship coordinator regarding the difficulty.

Step 3 Request a meeting with the school principal or administrator’s supervisor to discuss the matter.

Communication Steps for Supervising Teachers/Administrators

Step 1. Speak respectfully with the intern about the difficulty.

Step 2. Request a meeting with the intern’s college/university internship coordinator to discuss the matter.

Step 3. Meet with the intern, college/university internship coordinator, and principal in an effort to resolve the matter.

Step 4. If the problem continues, contact the appropriate district placement personnel for possible reassignment.

Communication for College/University Coordinators

Step 1. Facilitate a discussion with the intern and supervising teacher/administrator.

Step 2. Meet with the intern, supervising teacher/administrator, and principal in an effort to resolve the matter.

Step 3. If the problem continues, contact the Recruitment Department for possible reassignment.

If you believe your rights under school board policy, state law and/or federal law have been violated by the Volusia County School District, please follow the steps outlined in School Board Policy 508 Grievance Procedure.
Volusia County School District  
Section 3 – Requirements and Guidelines for Supervising Teachers

Requirements for Supervising Teachers

1. Successful completion of CLINICAL EDUCATOR TRAINING (You may contact Professional Development or the Recruitment Department to verify whether a teacher has had Clinical Educator Training.) (Section 1004.04, Florida Statutes).

2. A minimum of three years of instructional experience, one of which must have been completed in Volusia County Schools.

3. No ratings of less than “effective” on the summative rating.

4. Hold full certification for assigned teaching area.

5. Currently teaching in-field.

6. Consistently demonstrate effective classroom management skills.

7. Have at least one year of teaching experience (within the last three years) in the subject in which the intern will be placed.

8. Have demonstrated consistent student academic success.

Guidelines for Supervising Teachers*

1. Include the intern in activities from the very beginning. However, his/her induction into responsibilities should be gradual.

2. Prepare the class for an intern prior to his/her arrival. Introduce the intern as a co-worker, not as an aide. Send a letter to parents introducing the intern.

3. Familiarize the intern with the school facilities, resources, dress code, procedures regarding the use of materials and equipment, and all other policies.

4. It is the district’s practice to have a substitute teacher in the classroom with a senior intern in the event of the supervising teacher’s absence.

5. Discuss the following procedures with the intern: punctuality, what to do if he/she is ill, car problems, medical appointments, etc.

6. Provide the intern with a set of textbooks, teachers’ manuals, curriculum guides, and school manuals as needed.

7. Explain methods of record keeping for attendance, tardiness, conduct, etc. Explain the purpose of cumulative folders, ESE folders, and the need for confidentiality.
8. Demonstrate how to create and write lesson plans using multiple resources and ideas. Tell the intern why you choose certain materials to incorporate in your lessons. Ask the intern why he/she is planning certain lessons and why he/she chose certain materials. Don’t assume that the intern will be aware of your intentions simply from observing you model a lesson or procedure. Always explain it - at least in the beginning.

9. Explain and demonstrate the “Teachable Moment.”

10. Choose a particular time for planning on a daily and weekly basis. The intern will need close supervision and a lot of assistance in the initial stages of making lesson plans. It is also helpful early in the semester to do long-range planning and schedule the weeks for full responsibility.

11. Explain and review discipline procedures, behavior plans, classroom management plans, etc. Provide the intern with different scenarios and ask what he/she would do in that situation. Also, determine who will be responsible to enforce the discipline.

12. Provide frequent (daily) feedback, both positive and constructive. Feedback should be in both written and verbal forms.

13. Be prepared to give step-by-step guidance for all classroom areas. The transition from college classroom to actual clinical experience is frequently difficult. Interns may require detailed explanations as to the “whys” and “whats” of actual classroom procedures and teaching methods. Remember that many of these explanations will need to be repeated. Encourage the intern to jot down important items.

14. When appropriate, include the intern in parent conferences or telephone conferences, student study team meetings, faculty meetings, district meetings, etc. Provide the intern with a positive model of diplomacy and appropriate communication skills. Emphasize the need for confidentiality and discretion when talking to parents or even other staff members.

15. Correct an intern’s mistakes after the lesson when the class cannot hear any comments being made. When an intern is corrected in front of the class, his/her credibility is weakened, and he/she may be embarrassed unnecessarily. If needed, a written note or the use of non-verbal communication to the intern can be used to call attention to a glaring error.

16. Gradually give the intern some freedom so that he/she will have a feeling of independence and a chance to learn. You may allow him/her to “try their wings.” DO NOT leave the intern unattended. It is recommended that supervising teachers remain within “earshot” (e.g. adjacent planning area of classroom) during classroom instruction. Remember that you are ultimately responsible for all classroom activities.

17. Try not to convey to the intern that you expect perfection or that you do not trust him/her with your students. He/she is very vulnerable and sensitive to your approval and acceptance. Some interns become so concerned about pleasing you that they forget to focus upon the children and often create a self-fulfilling prophecy of “I can’t do it right.” Help them to see beyond “How am I doing?” to “How are the children doing?”
18. The intern should experience as many of the following activities and teaching strategies as possible.

- Hands-on activities in all curriculum areas, especially science
- Analyzing classroom data
- Faculty meetings
- Parent conferences – observation and participation
- Traditional and alternate assessments
- Co-teaching
- Reading in the content area
- Standardized testing

19. An intern placed in Volusia County Schools may not administer the FSA test. However, an intern may serve as assistant (defined as proctors by the Florida Department of Education) to certified teachers provided they have been trained by the school’s testing coordinator, and provided that the college/university has approved the intern’s assistance with FSA testing. Other assessments such as DA assessments, unit tests, chapter tests, etc. are not high stakes and may be directly administered by interns with the approval of the supervising teacher/administrator and the intern’s college/university.

20. Some colleges/universities require ESOL endorsement (or working toward it). In the event there are no ESOL students in the class, the intern will collaborate with another teacher at the school in working with ESOL students.

REMEMBER: You are the model for this new teacher. It is your guidance and direction which will help this intern become a successful teacher!!!

*Guidelines for Supervising Teachers are adapted from the University of Central Florida Intern Manual and Volusia County Schools district procedures.*
Volusia County School District
Section 4 – Guidelines for Senior Interns

Primary concerns among many practice teachers are protecting their students from harm, and themselves from litigation. While not all accidents can be avoided, liability for them can be if the teacher has provided adequate supervision. Adhere to the following guidelines to help prevent injuries to students under your care and avoid legal problems should mishaps occur.

1. Maintain a neat, orderly, and safe environment for the students.

2. Caution students against hazards or unusual conditions, such as slippery floors, which require extraordinary care.

3. NEVER leave a classroom unattended. Use the classroom intercom or send a student with a message if you need to contact the principal or another teacher.

4. Know how to quickly contact school personnel who can assist with an emergency (administrator, nurse, etc.).

5. Report accidents or injuries to the office immediately. As soon as possible, write down what happened for school authorities and keep a copy of the report for yourself.

6. NEVER give medicine of any kind (including aspirin) to students. Refer students who are taking medication to the office for supervision.

7. Don’t order a disruptive student to leave class unsupervised. Instead,
   a. use the intercom to ask for assistance from the office
   b. prepare a referral form to be sent with the student
   c. ask another teacher to escort the student to the office, or to supervise your class while you escort the student to the office

8. NEVER use corporal punishment with students. Corporal punishment includes hitting, pushing, pinching, forcing a child to stand up for long periods of time, making a student do push-ups, or using any physical force.

9. If a student appears to be ill, refer him/her to the office or clinic. If he/she does not return to class, check with the office to verify that he/she was excused to go home.

10. Allow students from your class to leave campus only if they have permission from the office.

11. Do not keep students after class or after school.

12. Persons from outside agencies should not be permitted to question or interview a student except in the presence of the principal.
13. Do not release students from your classroom. They must be released from the administration office.

14. If a student has been absent with a contagious disease, he/she should not be readmitted to class without permission from the office.

15. Obtain permission from the principal before sending notes or other communication home to parents.

16. Avoid introducing controversial subjects or materials (information on the occult, racism, sexually explicit books, etc.) to classes.

17. Do not advertise products or services or announce public meetings during class.

18. Do not date students or socialize with them after school. Avoid establishments suspected of serving alcohol to minors.

19. Avoid being alone with a student for extended periods of time.

20. Safeguard equipment and materials against abuse and theft.

21. Exceptional students come under specific guidelines (federal, state, and local) regarding the handling of misconduct. Contact administration for assistance or information.

22. All suspected incidents of vandalism or substance abuse should be reported immediately to the main office.

23. All suspected incidents of child abuse must be reported to the Department of Children and Families Services. It is also recommended that the principal be informed prior to notification.

24. It is the district’s practice to have a substitute teacher in the classroom with a senior intern in the event of the supervising teacher’s absence. However, if a senior intern’s supervising teacher is out on annual, sick, or paid personal leave for up to two days, the intern may serve as the teacher in charge without a substitute, pending the agreement of the intern, supervising teacher, principal and university (Currently, universities do not allow this practice). The intern will not be paid in this capacity. Additionally, there must be a teacher or administrator designated to act in a supervisory capacity during the supervising teacher’s absence. If the absence extends beyond two days, a substitute teacher will need to be hired.

25. An intern placed in Volusia County Schools may not administer the FSA test. However, an intern may serve as assistant (defined as proctors by the Florida Department of Education) to certified teachers provided they have been trained by the school’s testing coordinator, and provided that the college/university has approved the intern’s assistance with FSA testing. Other assessments such as DA assessments, unit tests, chapter tests, etc. are not high stakes and may be directly administered by interns with the approval of the supervising teacher/administrator and the intern’s college/university.
APPENDIX A

Volusia County School District
Pre-Internship Application (Technical Assistance)
Technical Assistance
Directions for Online Application
(Senior Intern Specific)

A requirement of your intern application is to complete the employment application for Volusia County Schools. You will need to have with you:

- Current resume for important dates and for upload to your application “Attachments”.
- (3) References with contact information including email addresses
- Your driver’s License and Social Security Card

To begin your application:

1. Visit http://myvolusiaschools.org
2. Click the Employment Tab
3. Click on Application for Employment
4. Scroll to the bottom of the screen and select “Click here to begin your application’’
5. Click on “Create Account” button
6. Enter the required data and select “Teacher” for the applicant type
7. Click “Save and Next”
8. Click on Log In button
9. Click “Remind me later”
10. Read and accept disclaimer
11. Click on My Application Tab
12. Complete each screen step by step **
13. If you receive an incomplete application message, please click on the yellow question mark (?) on the right side of the screen. Incomplete areas will be identified.
14. Check your email “inbox”, “junk” and “spam” folders often and follow all directions emailed to you.

General Employment History Page**
Senior Interns only need to enter internship dates on this page. However, if you intend to seek employment, it is in your best interest to provide your employment history for the past 10 years to facilitate the transition from intern to employment.

References/Employment Verification**
As an intern, you will only need to enter your supervising professor on this page. However, it is in your best interest to provide (3) references which correspond to the entries in your General Employment History so that a substitute teacher record may be created to facilitate the transition from internship to employment.

Documentation**
During the Senior Intern Orientation, interns will have the opportunity to provide their Driver’s License and Social Security Card for photocopying and may complete the FRS Form. High school transcripts and transcripts showing AA degree or BA degree conferred may also be turned in at this time.

Universities:
Please make sure that you complete and return the Senior Intern Spreadsheet indicating certification areas, school requests, and any other important information. This will ensure that all of your interns have a full and complete application with Volusia County Schools.
APPENDIX B

Volusia County School District
Intern Placement Request (Excel) Spreadsheet
Internship Application Hard Copy (UCF only)
# Sample Intern Placement Request Spreadsheet

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<th>College</th>
<th>Professor Email</th>
<th>Fall/Spring</th>
<th>Area of Cert</th>
<th>Last Name</th>
<th>First Name</th>
<th>Phone</th>
<th>Email</th>
<th>Placement Begin Date (1st day in Classroom)</th>
<th>Placement End Date (Last day in Classroom)</th>
<th>Grade Placement Request</th>
<th>List Any VCS Employee Related to Intern</th>
<th>Worksites of VCS Employees Listed in Column F</th>
<th>Geo. Pref. 1</th>
<th>Geo. Pref. 2</th>
<th>School Choice 1</th>
<th>School Choice 2</th>
<th>Requests/Notes</th>
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College of Education and Human Performance  
Student Teacher Acceptance Form

Please arrange for one placement (K-12)  

Volusia County agrees to accept for INTERNSHIP II (senior intern) the following Secondary Student Teacher for the period: 08/29/16* - 12/09/16 (Mon–Fri, Full Time)

Student Name: ____________________________________________
First, Last

Major

School Name

Street Address

City/State Zip

Collaborating Teacher

First: ___________________ Last: ___________________

Grade: _______________ Email: ___________________

Collaborating Teacher: ___________________________ Date

Principal: ___________________________ Date

County Rep: ___________________________ Date

University Rep: ___________________________ Date

*The supervising teacher is permitted to contact his/her intern prior to the pre-planning period with specific information regarding their placement as well as providing the opportunity to participate in the pre-planning process. If you have any further questions, please contact edintern@ucf.edu.

Criteria for Selecting Collaborating Teachers:
1. Proven ability to mentor adults.
2. At least 3 years of successful teaching experience, including:
   a. Classroom management  c. Differentiated instruction
   b. Lesson planning  d. Data-driven decision making
3. Evidence of clinical educator training.
4. Received “effective” or “highly effective” on performance appraisal.

Please send one copy of this completed form to the district office.  
The district office will forward this completed form to UCF.
**Recruitment Department, Human Resources**

**Internship Disposition Form**

*To be completed by the supervising teacher or administrator and submitted to the Recruitment Department*

**PART I – Internship Information**

<table>
<thead>
<tr>
<th>Supervising Teacher/Administrator (Please Print)</th>
<th>School or Department</th>
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</table>

<table>
<thead>
<tr>
<th>Supervising Teacher/Administrator Signature</th>
<th>Internship Date (Sem./Year)</th>
<th># of Hrs./Wks. Completed</th>
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<thead>
<tr>
<th>Grade Level/Subject Area</th>
<th>College/University of Intern</th>
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<tr>
<th>Student Intern (Please Print)</th>
<th>Internship Completed _____ or Terminated______</th>
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**PART II – Evaluation of Intern**

Directions: Please evaluate the intern by indicating the degree to which the intern was prepared in the following areas:

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<th></th>
<th>High</th>
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<th>Low</th>
<th>Not Observed</th>
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<tbody>
<tr>
<td>A. Planning of lessons/units</td>
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<td>B. Preparation of materials/resources for class</td>
<td>5</td>
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<tr>
<td>C. Ability to deliver/implement instruction</td>
<td>5</td>
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<td>D. Management of student conduct</td>
<td>5</td>
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<tr>
<td>E. Knowledge of subject matter</td>
<td>5</td>
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<tr>
<td>F. Evaluation of students</td>
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<tr>
<td>G. Professional appearance</td>
<td>5</td>
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<td>H. Maintaining professionalism</td>
<td>5</td>
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<tr>
<td>I. Enthusiasm for working with students</td>
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<td>J. Communication skills</td>
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<td>K. Interpersonal skills</td>
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<td>L. Commitment to education</td>
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**PART III – Additional Information**

A. Would you recommend this intern be hired to teach in the Volusia County Schools? □ yes □ no

*If no, please explain: ________________________________________________________________

B. Additional comments: _________________________________________________________________
APPENDIX D

Volusia County School District
Intern Response Form
Intern Response Form
To be completed by intern and submitted to the Volusia County School District’s Recruitment Department

PART I – Internship Information

Name of Intern ____________________________    School or Department ____________________________

Signature ____________________________    Internship Date (Spring or Fall/Year) ____________________________

Grade Level/Subject Area ____________________________    # of Hours or Weeks Completed ____________________________

Name of Supervising Teacher/Administrator (please Print) ____________________________    College/University of Intern ____________________________

PART II – Evaluation of Internship

Directions: Please evaluate your internship experience by indicating the degree to which the supervising teacher performed in the following areas:

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<th>Disagree</th>
<th>Not Observed</th>
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<tr>
<td>A. Effective communication with intern</td>
<td>5</td>
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<td>B. Constructive suggestions &amp; frequent feedback</td>
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<td>C. Allowed intern to try new ideas &amp; techniques</td>
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<td>D. Provided assistance in planning</td>
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<td>E. Modeled effective strategies in</td>
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<td>Classroom Management</td>
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<td>F. Modeled Professionalism &amp; Ethics</td>
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PART III – Additional Information

Additional comments: ____________________________________________________________

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APPENDIX E

Principles of Professional Conduct for the Education Profession in Florida
Principles of Professional Conduct for the Education Profession in Florida


(1) Florida educators shall be guided by the following ethical principles:

(a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

(b) The educator’s primary professional concern will always be for the student and for the development of the student’s potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(c) Aware of the importance of maintaining the respect and confidence of one’s colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator’s certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student’s mental and/or physical health and/or safety.

2. Shall not unreasonably restrain a student from independent action in pursuit of learning.

3. Shall not unreasonably deny a student access to diverse points of view.

4. Shall not intentionally suppress or distort subject matter relevant to a student’s academic program.

5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

6. Shall not intentionally violate or deny a student’s legal rights.

7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation,
or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

8. Shall not exploit a relationship with a student for personal gain or advantage.

9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

3. Shall not use institutional privileges for personal gain or advantage.

4. Shall accept no gratuity, gift, or favor that might influence professional judgment.

5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.

2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

3. Shall not interfere with a colleague’s exercise of political or civil rights and responsibilities.

4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual’s performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

5. Shall not make malicious or intentionally false statements about a colleague.

6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.

7. Shall not misrepresent one’s own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.

9. Shall not make any fraudulent statement or fail to disclose a material fact in one’s own or another’s application for a professional position.

10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.

14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

*Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16.*
APPENDIX F

Volusia County School District
Human Resources Contacts for Interns
Volusia County School District
Important Human Resources Contacts for Interns

Heidi Kochis, Coordinator
Recruitment & Retention
(386) 734-7190, ext. 20115
hgkochis@volusia.k12.fl.us

Robin King, Specialist
Certification
(386) 734-7190 ext. 20182
rmking@volusia.k12.fl.us

Twana McClendon, Office Specialist
Application Processing
(386) 734-7190 ext. 20177
application@volusia.k12.fl.us

Joanne Hulsey, Office Specialist
Intern Placement Processing
(386) 734-7190 ext. 20168
jrhulsey@volusia.k12.fl.us

Heather Whetstone, HR Assistant
Substitutes Processing
(386) 734-7190 ext. 20161
hmwhetst@volusia.k12.fl.us

Bonnie Turner, Office Specialist
Intern Placement Processing
(386) 734-7190 ext. 20115
blturner@volusia.k12.fl.us

Volusia County Schools
Human Resources
200 North Clara Avenue
DeLand, FL 32720
(386) 734-7190, ext. 20115
(386) 626-0040 Fax
http://myvolusiaschools.org
APPENDIX G

Volusia County School District
Cooperation Agreement
SCHOOL DISTRICT OF VOLUSIA COUNTY
Cooperation Agreement for Student Teaching and Clinical Experiences
2017-2020 Academic Years

This agreement made and entered into this _______ day of __________________, 20_____, by and between __________________________ herein after referred to as the “University,” and The School District of Volusia County, herein after referred to as the “District.”

WHEREAS, the District is committed to promoting growth in those who teach and to ever improving the quality of teaching, the District recognizes that with this commitment comes the responsibility of training teachers new to the field.

WHEREAS, all teachers’ first obligation is to their students, teachers also have a professional responsibility to enhance the craft of teaching itself. To that end, we will work in partnership with education programs approved by the Florida Department of Education to provide student teaching and other clinical experiences as stated herein.

District Rights & Responsibilities

I. The District shall work in cooperation with the University to provide field-based and clinical experiences accompanied by professional supervision and feedback from professionals who have demonstrated competence in classroom settings and meet all state requirements.

II. The District shall place students in schools that have a sufficient number of interested and qualified supervising teachers through the process outlined in the district’s Student Internship Placement Procedures.

III. The District shall have the authority to reject any intern and terminate the internship of any student when deemed to be in the best interest of the District.

IV. The District will include student interns under its liability program to the same extent accorded to certified teachers employed by the District. Nothing herein shall be considered a waiver by the District of its Sovereign Immunity rights under the laws of the State of Florida.

V. The District shall abide by the terms outlined in the District’s Student Internship Placement Procedures.

University Rights & Responsibilities

I. The University shall assign a college faculty member or other approved professional to serve as supervisor of student interns in the district; such person will be responsible for
supervision of student interns on a regularly scheduled basis and serve as liaison between the District and the University’s students.

II. The University shall inform its students that the students shall be responsible for following the rules and regulations of the District, including recognition of the confidential nature of information regarding pupils and their records.

III. All University students shall be required to complete the internship online application and other applicable security screening requirements of the District, at the student’s expense.

IV. University students shall not be considered as employees of the District and are not covered by the District’s workers’ compensation program, nevertheless, all University students shall comply with the rules and regulations of the District while serving in the district.

V. The University shall inform its student interns that they will not receive any compensation from the District, nor will they receive any benefits provided by the District to its employees.

VI. The University may offer tuition waivers to supervising teachers/administrators, but may not offer stipends to them, nor to their schools/departments.

VII. The University shall abide by the terms outlined in the District’s Student Internship Placement Procedures.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first subscribed above.

Authorized District Designee:

____________________________________
Signature

____________________________________
Name

____________________________________
Title

____________________________________
Phone

____________________________________
Date

____________________________________
E-Mail Address

Authorized University Designee:

____________________________________
Signature

____________________________________
Name

____________________________________
Title

____________________________________
Phone

____________________________________
Date

____________________________________
E-Mail Address