INTERNSHIP POLICY
APPROVED CTE-SEPT. 21, 2015
Updated 5/2018

Principal Responsibilities
Each principal agrees to do the following:

A. Principals will work their district and the Office of Field Experiences to negotiate an internship agreement before offering an internship contract to a student.
B. Participate in online video conference (Facetime, Skype, Google Hangout) which includes the intern, principal, mentor teacher, (and supervisor if available) for ELED or SCED. Contact Shannon Johnson (shannon.johnson@usu.edu) to schedule a time.
C. Provide an orientation to the school setting for the intern. Both school and district policies should be reviewed carefully during this meeting.
D. Make accommodations for the intern to attend, at no penalty to the intern, scheduled student teacher orientation and/or student teacher workshops required of all student teachers (SPED ONLY).
E. Work closely with the assigned mentor teacher and supervisor in order to provide a successful teaching experience for the intern.
F. Immediately notify the appropriate director (sharla.hart@usu.edu or julia.lyman@usu.edu) if any concerns arise with the intern.
G. Removal of an intern from their position for inadequate teaching competency may only be undertaken after consultation with appropriate university personnel.
H. Any changes made to the assigned mentor teacher must be approved by the corresponding university director prior to a change being made.