



BYU School Intern Request Form

BYU Elementary Education



Instructions:

Brigham Young University Public School Partnership Internships fulfill the student teaching requirement for graduation and licensure. The purpose of the school intern request form is to ensure the high quality placements and mentoring required for internships to substitute for the student teaching experience.

Process:

Internship approval requires agreement by both BYU and the school district. Details of the process can be found in the Internship Policy document ([link](#)). The major steps are:

1. Students are approved to be considered for an internship
2. Potential placement contexts are approved
3. Schools interview and select candidates for internships
4. Continuous evaluation of the internship experience takes place

This is the request form to have a school site or classroom context approved for an intern placement (see step #2 above).

Memo of Understanding:

This form represents a memo of understanding that,

The school recognizes that the primary purpose of the internship is to provide a quality, professional preparation experience for the intern, which leads to a recommendation for licensure. The school commits to provide the mentoring, and other assistance as outlined on page 3 of this document, throughout the entire internship experience.

1. Placement Context:

District: _____

School: _____

Principal:

Name: _____ Email: _____ Phone: _____

Setting 1:

Subject: _____ Grade Level: _____ # of Sections: _____

Setting 2 (if applicable):

Subject: _____ Grade Level: _____ # of Sections: _____

Expectations:

Yes No

		The placement settings will provide a typical experience and are not more difficult / challenging than setting for other beginning teachers.
		Interns will be provided with all of the necessary resources and supplies to carry out their responsibilities of teaching.
		The intern will not be given more than two course preparations.
		The intern will have a preparation period.
		The intern will have his/her own classroom.
		The intern will not have extra curricular responsibilities without pre approval from the university.

If the answer to any of the expectations is No, please provide an explanation below.

2. Level of Mentoring:

Intern Facilitator or Intern Mentor Teacher (IMT):

Name: _____ Email: _____ Phone _____

Expectations:

Yes No

		The facilitator will be a qualified teacher with expertise in content and mentoring.
		The facilitator will understand that the teacher candidates assigned to the school are the first priority in his or her stewardship.
If the answer to any of the expectations is No, please provide an explanation below.		