



Public School Intern Request Form

BYU Secondary 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. The secondary education content area program will review and approve students for a potential internship.
2. The secondary education content area program will approve potential placement contexts.
3. Partnership Schools will interview and hire interns for approved placements.
4. The secondary education content area program and the partnership school will evaluate the internship experience throughout the year.
5. The secondary education content area program and the school will mentor the intern throughout the year.

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.

Intern Mentor Teacher (IMT):

Name: _____ Email: _____ Phone: _____

Expectations:

	Please list your responses here.
In what area is the Intern Mentor Teacher licensed? <i>The expectation is that the Intern Mentor Teacher is licensed in the same area as the intern.</i>	
How many days prior to the first day of school will the Intern Mentor Teacher be available to help the intern prepare for teaching? <i>The expectation is that the Intern Mentor Teacher be available to assist the intern on the contract date determined by the school.</i>	
How many hours each week will the intern mentor teacher be available to consult with and observe the intern as a part of the school day? <i>The expectation is that the Intern Mentor Teacher has a minimum of 4 hours a week, which should include a preparation period to observe and consult with the intern during the school day.</i>	
Please provide an explanation below for any responses that do not meet the requirements listed above.	

Principal's signature: _____

Mentor teacher's signature: _____