

# INTERNSHIP PROCEDURES & POLICIES

## Middle Grades Program

Reich College of Education  
Appalachian State University

The following procedures and policies regarding internships and student teaching in the **middle grades program** are effective spring 2007, and subsequent semesters, for all students enrolled in on-campus and off-campus cohorts. These procedures and policies will be reviewed periodically and adjustments made by the middle grades faculty in consultation with Professional Development School personnel. If students have questions about these procedures and policies, they should contact their advisor or the program coordinator, Dr. Tracy W. Smith.

1. Teacher candidates will complete three internships: CI 3900, CI 4400 (or 4490), and CI 4900 (student teaching). Each of these internships will take place in a different school that is part of the Professional Development Schools network (see list of schools). Therefore, each student will have three different field experiences in three different schools.
2. One of the longer internships (CI 4400/4490 or CI 4900) must occur in a middle school (rather than a K-8 school).
3. Clustering teacher candidates in schools is a priority. Teacher candidates should be aware that their choices of internships might be limited in certain circumstances.
4. Placements will occur on a tiered system to ensure experiences with diverse populations. Program and RCOE requirements to ensure diverse field experiences might limit teacher candidates' choices of internships.
5. For CI 4400/4490, teacher candidates are prohibited from completing internships in schools where they have families (e.g., in attendance as students or employed as school personnel).
6. Teacher candidates are prohibited from completing internships in classrooms where they have been employed as a teacher assistant/aide.
7. Teacher candidates who wish to request student teaching placement outside of the Professional Development Schools network must present their request in writing to the middle grades faculty at least one semester prior to student teaching. Requests will be granted only in cases of hardship (e.g., financial or medical). No permission will be granted for out-of-network placements for CI 3900 or CI 4400/4490.