

7140 PROFESSIONAL INTERNSHIP AND FIELD PLACEMENT

I. PURPOSE AND PHILOSOPHY

It is the intent of Weber School District to promote and support student educational experiences within its facilities. Weber School District is committed to working with our academic instructional partners to optimize the educational experiences of students in higher education who are training to become professional educators or related service providers pursuing careers in an educational setting.

II. POLICY

Due to issues of liability, confidentiality, compliance, educational environment, all WSD employees, administrators, participating schools, faculty, instructors, and participating students are required to follow procedures established by administration to manage and monitor clinical experiences, field placements, internships, practicums, and special program assignments for educators, school leaders, counselors, and other programs. Assignments are temporary arrangements and may end at any time at the sole administrative discretion of the Weber School District.

III. DEFINITIONS

- A. "Apprenticeship" means educational apprenticeship is a structured, hands-on learning program where individuals gain practical experience and skills in an educational setting under the guidance of experienced mentors or professionals. This type of apprenticeship is often designed for aspiring educators, administrators, or support staff and combines classroom-based learning with real-world application, allowing participants to develop competencies in teaching, classroom management, curriculum design, or other educational roles. It serves as a pathway to professional development, credentialing, or entry into the education field.
- B. "Clinical Field Experience" means a structured opportunity in which a program candidate is supervised by a licensed professional and evaluated by a clinical supervisor or university preparation program faculty member, in order to develop and demonstrate competency in the skills and knowledge necessary to be effective as defined in Utah Administrative Rule.
- C. "Field Placement" means, for the purposes of this policy, the general term applied to apprenticeships, clinical field experiences, internships, practicum, school leadership internships, and student teaching.
- D. "Internship" means hours of supervised experiences in a school setting which offers the opportunity of working with licensed principals, students, faculty, classified employees, parents, and patrons.

- E. "Practicum" means a practical, usually simulated, application of previously studied theory, monitored by a professional in the field required by Administrative Rule R277-506 and R277-509. The required hours are determined by the educational institution. Practicums are unpaid and if the applicant is a current employee, the practicum must not replace or interfere with assigned position or work experience.
- F. "School Leadership Internship" means a supervised school-based experience, to include working in both elementary and secondary school settings, which offers the opportunity of working with licensed school administrators, students, certified and classified employees, parents, and patrons required by Administrative Rule R277-305-4. Program participants are unpaid and clinical experience must not be completed on District paid contract time unless approved in advance by the Administration.
- G. "Student Teacher" means a college or university student who is teaching with or without compensation under the direct supervision of a certified teacher in order to qualify for a degree in education. Student teachers are not the "teacher of record".

IV. REQUIREMENTS FOR ALL PROGRAMS AND CLINICAL EXPERIENCES

- A. Applicants must not solicit participation for Field Placement assignments by arranging an assignment directly with administration or staff assigned to a school location. All Field Placement assignments are arranged and approved by the Weber School District Directors for the corresponding department.
- B. University of applicant's enrollment must sign the WSD Field Placement Memorandum of Understanding.
- C. An applicant must agree to conduct themselves professionally and in accordance with all applicable WSD policies and procedures, all Utah Administrative Rules, Utah Educator Standards under R-277-217 and comply with the supervision mentor's directives.
- D. All applicants must agree to and sign the Confidentiality Acknowledgement Affidavit and Non-Disclosure Agreement, complete District required training, and complete a background check in accordance with requirements established by the Utah State Board of Education prior to assignment.
- E. Interested applicants must be currently enrolled in nationally or state-accredited programs.
- F. School leadership internship hours must not be completed during contract time unless approved in advance by the Administration.
- G. If the applicant is a current employee of the school, the Field Placement must not interfere with assigned responsibilities or attendance expectations, to include all contract and staff meeting requirements.

H. Termination of Field Experience. Individuals engaged in a field placement experience do not have a right to be placed in WSD. If an individual engages in conduct that violates WSD policy or fails to fulfill the expectations of the field placement, the WSD Director for the corresponding department will work with the university to remove the individual from the placement.