



# Public School Intern Request Form

## BYU Secondary Education

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

### Process:

Internship approval requires agreement between both BYU and the school district. The details of this 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.**

**Placement Context**

District: \_\_\_\_\_ School: \_\_\_\_\_

Principal Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

*Setting 1:*

Subject: \_\_\_\_\_ Grade Level: \_\_\_\_\_ # of Sections: \_\_\_\_\_

*Setting 2 (if applicable):*

Subject: \_\_\_\_\_ Grade Level: \_\_\_\_\_ # of Sections: \_\_\_\_\_

Please review and complete the following checklist of intern support conditions. Selecting a “No” response in any category or in multiple categories *does not* mean an intern will not be placed in this context; it indicates the need for further communication between the school administrator and BYU program director.

YES NO

		Interns have not had professional teaching experience. Placement settings will provide a supportive first-year experience with average class sizes and an average number of students requiring specialized support to ensure the teaching circumstances are not more difficult/challenging than those of other teachers in the school, particularly beginning teachers.
		Interns will be provided with access to the necessary resources and supplies to carry out their responsibilities of teaching at the earliest reasonable time.
		Interns will not be given more than two course preparations. If interns will be given more than two course preparations, please explain what their schedule will be in the exception space below.
		Interns will have the same number of preparation periods given to full-time teachers at the school. If the intern’s schedule requires more preparation periods, please describe the details of this situation in the space below.
		Interns will have their own classrooms. If this position requires an exception, please explain the conditions under which the intern will be teaching.
		Interns will not be assigned extra-curricular responsibilities without pre-approval from the university. The intern may support co-curricular activities as agreed upon by the placement school and the university.
<p>If the answer to any of the expectations is No, please provide an explanation below and contact the program director.</p>		

*These agreements will be reviewed quarterly and monitored throughout the year by the mentor teacher, university supervisor, and administrators.*

*Please fax or email completed request form to BYU Education  
 Advisement Center. FAX: (801) 422-0195  
 Email: educationadvisement@byu.edu  
 Phone: Tara Goulding 801-422-7327*

**Intern Mentor Teacher (IMT)**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**Expectations**

	Please list your responses here
In what area is the Intern Mentor Teacher licensed? ( <i>the Intern Mentor Teacher is expected to be 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 Intern Mentor Teacher should 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 Intern Mentor Teacher is expected to have a minimum of 4 hours a week to observe and consult, 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:

Date:

Mentor teacher's signature:

Date: