


**Administrative Procedures 420**  
**Interns and Field Experience**

		<b>Adopted:</b> June 28, 2011 <b>Amended:</b> July 13, 2018
	<b>External References:</b> <ul style="list-style-type: none"><li>• Education Act: Sections 85, 175, 231</li></ul>	<b>Internal References:</b>

### Background

The Division believes that every effort is to be made to support the development of persons enrolled in Colleges of Education or other educational institutes, and who are endeavoring to earn the credentials that will allow them to pursue careers as teachers or other roles connected to the education or support of students. The Division encourages student teacher, teaching internship and other practicum programs in its schools. Employees in the Division are encouraged to support interns and students teachers who are completing educational requirements.

### Procedures

1. The Human Resources Supervisor will facilitate the placement of student teachers and interns to schools within the Division from the provincial university education programs.
2. Requests for field experience or practicum placement by colleges or institutions other than the College of Education are to be considered for acceptance and approval if satisfactory arrangements can be made.
3. Arrangements for placement are subject to the approval of the Principal and the Human Resources Supervisor in consultation with the Superintendent of Education.