

INTERNS AND FIELD EXPERIENCES

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. To this end, the Division encourages student teachers, teaching interns, and other practicum programs in schools. Employees in the Division are requested to cooperate with the supervision and guidance of individuals who are completing educational requirements. The Division recognizes that interns and practicum students are entitled to the same health, safety, and harassment protections as employees under The Saskatchewan Employment Act.

Procedures

1. The Superintendent of Human Resources, Director or designate will facilitate the placement of student teachers and interns to schools within the Division from the university education programs.
2. Prior to placement, all interns and practicum students must sign a Confidentiality Agreement.
3. All interns and field experience students must provide a clear Criminal Record Check and Vulnerable Sector Check (dated within six months) before their placement commences, as per Administrative Procedure 406
3. Arrangements for placement are subject to the approval of the Superintendents of Operations and the Principal.
4. Cooperating employees are responsible for providing ongoing mentorship and regular feedback. The Division reserves the right to terminate a placement immediately if the intern fails to adhere to the Division's Code of Conduct (AP 402) or safety protocols.
5. Requests for placement of non-teaching field experience students by other colleges and post-secondary institutions are to be considered for acceptance and approval if satisfactory arrangements can be made by the Superintendent of Human Resources and applicable Superintendent.

Reference: Education Act sections 85, 87, 175, 231
Sections 45 School Division Administration Regulations

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