

College Internships in Sumter County - FAQ

CLASSROOM OBSERVATIONS ONLY

A college representative contacts the district placement coordinator via e-mail. The coordinator works with the college representative and the school principal to secure an observation time and location. Before observing in the classroom, the student must sign in as a visitor in the school's front office and complete a Raptor check with the front desk clerk. A driver's license is required for the Raptor check. The college student must checkout through the front office before leaving campus. The college student cannot, at any point, be alone with students or work directly with the students.

PRACTICUMS & FINAL INTERNSHIPS

A college representative contacts the district placement coordinator via e-mail. The college representative submits college paperwork and handbook to the coordinator for review. The coordinator works with the school principal to secure a placement ensuring it meets the guidelines of the practicum. The coordinator provides a copy of the college paperwork to the school principal and school placement information to the college representative. Once placement is secured, the intern contacts Mrs. Kelly Helms at (352) 793-2315, extension 220, to complete the fingerprint process. The intern begins the practicum once the district receives fingerprint clearance. Interns may work directly with students.

Interns may submit \$6.00, per year, to Mrs. Kelly Helms, which ensures their fingerprints remain in the Falcon system for future internships and/or employment. This prevents them from having to pay the \$41.25 fingerprint charge again.

Most colleges require an attendance log. Logs are completed using the school's check-in system, which is housed in the front office. Interns must sign in and out daily.

Supervising teachers are not to leave interns alone on a regular basis. They may leave the classroom in very limited time blocks, as the purpose of an internship is to "practice and learn" with clinical supervision, assistance with content planning, targeted feedback, and ongoing coaching.

District Placement Coordinator Contact Information

Dana P. Williams

Director of Professional Learning and Accountability

Sumter Professional Center

709 North West Street

Bushnell, FL 33513

(352) 748-1510, extension 51210

