

HCPS

GET MORE PROGRAM

INTERNSHIP STEPS



STEP 1

Contact Rebecca Spencer in the Professional Learning Office with your University and the dates of your projected internship at least **12 weeks prior to your internship**. Please click the link below to complete internship application ([Complete internship application](#))

STEP 3

Prior to your full-time internship, your University may require field experiences. Your University Supervisor must send a formal request to Rebecca Spencer prior to the semester these are to occur. If you need assistance in determining how to fulfill these hours, please reach out to Rebecca Spencer for guidance.

STEP 5

Your attendance will continue to be tracked by your home school. You will sign in on a daily attendance sheet at the interning school. Make sure you report any absences to your home school lead secretary and enter in SFE, if applicable.

STEP 6

Your mentor teacher will also track your attendance for the program. You will need to communicate any absences directly with your mentor.

STEP 4

When appropriate, internships may occur within your home school. For those that are not feasible, a placement within HCPS will be made.

STEP 2

Prior to your full-time internship, your University may require field experiences. Your University Supervisor must send a formal request to Rebecca Spencer. If you need assistance in determining how fulfill these hours, please reach out to Rebecca Spencer for guidance.

IMPORTANT CONTACTS

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