

Internship Intervention: Due Process

During the internship semester, there may be circumstances where an intervention involving termination of an internship may be necessary. In these cases, the intervention must be handled judiciously, and often with immediacy. In addition to strict adherence to due process rights of interns, attention must also be given to the needs of children, partnership teachers and school administrators. General guidelines for terminations of internships are provided in the Practicum Semester Handbook and copied in the following pages.

The following intervention steps must be observed:

1. *Inform the student.* Open communication between the intern, partnership teacher, and university supervisor guides the intern in monitoring his/her growth. Concerns regarding any of the Performance Evaluation Scale criteria need to be communicated early and in writing with the intern's signature acknowledging awareness of the concern(s). The university supervisor should forward a copy of all documentation to Director of Professional Experiences.
2. *Support or assistance.* Partnership teacher and university supervisor support professional development in concern areas using available resources.
3. *Written notification.* If an intern is in jeopardy of not successfully completing the internship, the university supervisor notifies him/her in writing specifying which exit criteria are not being met. In addition, the supervisor in collaboration with the partnership teacher identifies an improvement plan using the Supervisor Progress Report, a professional development plan or other appropriate written format.
4. *Meeting.* In the event an intern needs to be removed (see guidelines), the Director of Professional Experiences (or designee), University Supervisor, and school personnel as appropriate meet with the intern. At the meeting, the intern:
 - a. Receives a written summary of the areas of concern;
 - b. Has an opportunity to further review documentation supporting the removal decision;
 - c. Responds to the concerns.
5. *Appeal.* In the event the student disagrees with the decision, the student may request an appeal to the Dean of the Watson School of Education within forty-eight (48) hours after notification of the decision. A decision of the Dean is final and may not be appealed. The request for appeal must be in writing and must state the reasons for the appeal and the remedy requested.

