Vision Statement

Through the individual commitment of all, our students will graduate with the knowledge, skills, and values necessary to be successful contributors to our democratic society.

(Approved 4/14/92)

The School Board of Volusia County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, political beliefs, sexual orientation or disability in any of its programs, services, or activities.
INTRODUCTION

Volusia County School District
Internship Placement Procedures

The Volusia County School District partners with colleges and universities to provide student teaching experiences for undergraduate and graduate students seeking to enter the education profession. This manual is intended to be a resource for district personnel, college/university internship coordinators, and senior level student interns. The procedures herein apply to senior and graduate level teacher preparation students who are completing internships. Junior level college students who need to complete a field observation, practicum and other similar college requirements will be processed as volunteers through the district’s Volunteer/Partnership Programs Department, (386) 255-6475, ext. 38381 or www.volusia.k12.fl.us/communityeducation/College_Student_Volunteers.htm.

The role of a supervising teacher/administrator is vitally important in shaping the future of the education profession. All teachers are encouraged to receive the clinical education training necessary to become supervising teachers. Information on this training is available from the district’s Staff Development Department (386) 255-6475, ext. 38372.

This manual was produced and distributed by Dr. D’Lorah Hyacinth, Recruitment & Teacher Intern Specialist, with the input of former district intern coordinators, district placement personnel, college/university internship coordinators and other district personnel. Great contributions to this project were made by Albert Bouie, Lyndi Goepfert, Peromnia Grant, Marta Pascale, Liz Thayer, and Connie Yelvington.
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Volusia County School District
Section 1 - Internship Placement Process

1. Junior level college students completing field observations, internships and other similar college requirements will be processed as volunteers through the district’s Volunteer/Partnership Programs Department. For more information on this process visit [http://www.volusia.k12.fl.us/communityeducation/College_Student_Volunteers.htm](http://www.volusia.k12.fl.us/communityeducation/College_Student_Volunteers.htm) or you may contact Pat Travis, (386) 255-6475, ext. 38381 or pltravis@volusia.k12.fl.us.

2. Upon clearance by the Volunteer/Partnership Programs Department, the junior level students will be eligible to volunteer at any Volusia County School. Placement for these students will be arranged by the college/university internship coordinator, principal and supervising teacher/administrator.

   Note: Junior level students who wish to fulfill their requirements in speech/language must contact Pat Kicklighter, ESE Speech Specialist.

3. All senior level, guidance and administrative/graduate students seeking to intern with the Volusia County School District (the District) must submit an Internship Request Form (Appendix A) to the district’s Recruitment Department.

   **Exceptions:** Prospective guidance, social work, speech/language and psychologist interns require additional steps and need to contact the persons indicated below prior to completing the district’s Internship Request Form.

   **Guidance**
   - Dr. Amy Hall
   - District Counseling Specialist
   - (386) 734-7190, ext. 20658
   - alhall@volusia.k12.fl.us

   **Social Work**
   - Dianne Martin-Morgan, MSW, CMHP
   - Coordinator, School Social Services
   - (386) 255-6475, ext. 34256 or 34280
   - dmartin@volusia.k12.fl.us

   **Speech/Language**
   - Pat Kicklighter
   - ESE Speech Specialist
   - (386) 734-7190, ext. 20478
   - pkicklig@volusia.k12.fl.us

   **Psychologist**
   - Dr. Mary Alice Myers
   - Coordinator, School Psychological Services
   - (386) 734-7190, ext. 20441
   - mmyers@volusia.k12.fl.us

   *Psychologist interns are hired as employees in accordance with the Florida Association of School Psychologists (FASP) Internship Standardization Process and their entire internship process is handled through School Psychological Services.
4. All college/university coordinators must submit an Internship Approval Form (Appendix B) to the district’s Recruitment Department as verification of each student’s eligibility to intern.

5. Internship request forms and approval forms received by the Recruitment Department will be verified for completion. The Recruitment Department will then notify applicants via email when they are approved to have their fingerprints taken. The college/university will be copied on the e-mail. **Fingerprinting completed prior to this notification will not be accepted.**

6. Upon fingerprint clearance, the Recruitment Department will e-mail the approved internship request forms to the appropriate district placement personnel for placement. The Recruitment Department will immediately notify the college/university of applicants who do not pass screening.

7. **All applications for fall internships are due by May 1st and applications for spring internships are due by November 1st.** Applications may be submitted up to two months prior to the due date.

   Failure to submit the internship request form by the due date, a delay in fingerprinting or other circumstances as determined by the District may result in an intern’s request being denied or an intern not being placed in his/her geographic area of preference.

8. The district placement personnel will attempt to place the interns within two weeks. However, the time frame of placement may be impacted by the availability and agreement of the principal and supervising teacher.

9. Once the student is placed, the placement personnel will e-mail the placement details to the Recruitment Department. After all appropriate signatures have been obtained, the placement personnel will return the completed Internship Request Form to the Recruitment Department. The Recruitment Department will notify the college/university of the placement immediately and send a copy of the completed Intern Request Form to the college/university once available. The college/university placement coordinators will notify the interns of their placements.

10. **Upon notification of their placement, interns are to contact their supervising teacher/administrator** in order to set-up their internship schedule for the semester.

11. If it becomes necessary to change a student’s school assignment, the district placement personnel or college/university contact will notify the Recruitment Department. See Section 2 – Internship Communication Procedures for details.

12. Upon the student’s internship completion or termination, the supervising teacher or supervising administrator will complete the Internship Disposition Form (Appendix C) and forward it to the Recruitment Department.

13. Upon the student’s internship completion or termination, he/she will complete the Intern Response Form (Appendix D) and return it to the Volusia County School District’s Recruitment Department.
14. It is the district’s practice to have a substitute teacher in the classroom with a senior intern in the event of the supervising teacher’s absence. However, if a senior intern’s supervising teacher is out on annual, sick, or paid personal leave for up to two days, the intern may serve as the teacher in charge without a substitute, pending the agreement of the intern, supervising teacher, principal and university. The intern will not be paid in this capacity. Additionally, there must be a teacher or administrator designated to act in a supervisory capacity during the supervising teacher’s absence. If the absence extends beyond two days, a substitute teacher will need to be hired.

15. Interns placed in Volusia County Schools may not administer the FCAT test. However, interns may serve as assistants (defined as proctors by the Florida Department of Education) to certified teachers provided they have been trained by the school’s testing coordinator, and provided that the sponsoring university or college has approved of intern assistance with FCAT testing.

Direct questions or concerns regarding these procedures to the following:

Dr. D’Lorah Hyacinth  
Recruitment & Teacher Intern Specialist  
Recruitment Department  
Human Resources  
200 North Clara Avenue  
DeLand, FL 32720  
(386) 734-7190, ext. 20115  
dabuttsl@volusia.k12.fl.us
Volusia County School District  
Section 2 – Internship Communication Procedures

Professionals have different styles, philosophies and experiences. In the rare case that an intern or supervising teacher has difficulty during the time of placement, please follow the procedures below so the experience of both teacher and intern can be a successful one.

Communication Steps for Interns

Step 1. Speak respectfully with your supervising teacher or supervising administrator about the difficulty.

Step 2. Consult with your college/university internship coordinator regarding the difficulty.

Step 3. Request a meeting with the school principal or administrator’s supervisor to discuss the matter.

Communication Steps for Supervising Teachers/Administrators

Step 1. Speak respectfully with the intern about the difficulty.

Step 2. Request a meeting with the intern’s college/university internship coordinator to discuss the matter.

Step 3. Meet with the intern, college/university internship coordinator, and principal in an effort to resolve the matter.

Step 4. If the problem continues, contact the appropriate district placement personnel for possible reassignment.

Communication for College/University Coordinators

Step 1. Facilitate a discussion with the intern and supervising teacher/administrator.

Step 2. Meet with the intern, supervising teacher/administrator, and principal in an effort to resolve the matter.

Step 3. If the problem continues, contact the Recruitment Department for possible reassignment.

If you believe your rights under school board policy, state law and/or federal law have been violated by the Volusia County School District, please follow the steps outlined in School Board Policy 508 Grievance Procedure.
Volusia County School District
Section 3 – Requirements and Guidelines for Supervising Teachers

Requirements for Supervising Teachers

1. Successful completion of CLINICAL EDUCATOR TRAINING (You may contact Staff Development or the Recruitment Department to verify whether a teacher has had Clinical Educator Training.)

2. A minimum of three years of instructional experience, one of which must have been completed in Volusia County Schools.

3. No ratings of less than “meets expectations” or “satisfactory” on VCTAS summatives.

4. Hold full certification for assigned teaching area.

5. Currently teaching in-field.

6. Consistently demonstrate effective classroom management skills.

7. Have at least one year of teaching experience (within the last three years) in the subject in which the intern will be placed.

8. Have demonstrated consistent student academic success.

Guidelines for Supervising Teachers*

1. Include the intern in activities from the very beginning. However, his/her induction into responsibilities should be gradual.

2. Prepare the class for an intern prior to his/her arrival. Introduce the intern as a co-worker, not as an aide. Send a letter to parents introducing the intern.

3. Familiarize the intern with the school facilities, resources, dress code, procedures regarding the use of materials and equipment, and all other policies.

4. It is the district’s practice to have a substitute teacher in the classroom with a senior intern in the event of the supervising teacher’s absence. However, if a senior intern’s supervising teacher is out on annual, sick, or paid personal leave for up to two days, the intern may serve as the teacher in charge without a substitute, pending the agreement of the intern, supervising teacher, principal and university. The intern will not be paid in this capacity. Additionally, there must be a teacher or administrator designated to act in a supervisory capacity during the supervising teacher’s absence. **If the absence extends beyond two days, a substitute teacher will need to be hired.**

5. Discuss the following procedures with the intern: punctuality, what to do if he/she is ill, car problems, medical appointments, etc.
6. Provide the intern with a set of textbooks, teachers’ manuals, curriculum guides, and school manuals as needed.

7. Explain methods of record keeping for attendance, tardiness, conduct, etc. Explain the purpose of cumulative folders, ESE folders, and the need for confidentiality.

8. Demonstrate how to create and write lesson plans using multiple resources and ideas. Tell the intern why you choose certain materials to incorporate in your lessons. Ask the intern why he/she is planning certain lessons and why he/she chose certain materials. Don’t assume that the intern will be aware of your intentions simply from observing you model a lesson or procedure. Always explain it - at least in the beginning.

9. Explain and demonstrate the “Teachable Moment.”

10. Choose a particular time for planning on a daily and weekly basis. The intern will need close supervision and a lot of assistance in the initial stages of making lesson plans. It is also helpful early in the semester to do long-range planning and schedule the weeks for full responsibility.

11. Explain and review discipline procedures, behavior plans, classroom management plans, etc. Provide the intern with different scenarios and ask what he/she would do in that situation. Also, determine who will be responsible to enforce the discipline.

12. Provide frequent (daily) feedback, both positive and constructive. Feedback should be in both written and verbal forms.

13. Be prepared to give step-by-step guidance for all classroom areas. The transition from college classroom to actual clinical experience is frequently difficult. Interns may require detailed explanations as to the “whys” and “whats” of actual classroom procedures and teaching methods. Remember that many of these explanations will need to be repeated. Encourage the intern to jot down important items.

14. When appropriate, include the intern in parent conferences or telephone conferences, student study team meetings, faculty meetings, district meetings, etc. Provide the intern with a positive model of diplomacy and appropriate communication skills. Emphasize the need for confidentiality and discretion when talking to parents or even other staff members.

15. Correct an intern’s mistakes after the lesson when the class cannot hear any comments being made. When an intern is corrected in front of the class, his/her credibility is weakened and he/she may be embarrassed unnecessarily. If needed, a written note or the use of non-verbal communication to the intern can be used to call attention to a glaring error.

16. Gradually give the intern some freedom so that he/she will have a feeling of independence and a chance to learn. You may leave senior interns in the room for short intervals, when the intern is teaching, to allow him/her to “try their wings.” DO NOT leave the intern unattended for long periods of time. Remember that you are ultimately responsible for all classroom activities.
17. Try not to convey to the intern that you expect perfection or that you do not trust him/her with your students. He/she is very vulnerable and sensitive to your approval and acceptance. Some interns become so concerned about pleasing you that they forget to focus upon the children and often create a self-fulfilling prophecy of “I can’t do it right.” Help them to see beyond “How am I doing?” to “How are the children doing?”

18. The intern should experience as many of the following activities and teaching strategies as possible.

- Hands-on activities in all curriculum areas, especially science
- Analyzing classroom data
- Faculty meetings
- Parent conferences – observation and participation
- Traditional and alternate assessments
- Co-teaching
- Reading in the content area
- Standardized testing

19. Interns placed in Volusia County Schools may not administer the FCAT test. However, interns may serve as assistants (defined as proctors by the Florida Department of Education) to certified teachers provided they have been trained by the school’s testing coordinator, and provided that the sponsoring university or college has approved of intern assistance with FCAT testing.

20. Some colleges/universities require ESOL endorsement (or working toward it). In the event there are no ESOL students in the class, the intern will collaborate with another teacher at the school in working with ESOL students.

REMEMBER: You are the model for this new teacher. It is your guidance and direction which will help this intern become a successful teacher!!!

*Guidelines for Supervising Teachers are adapted from the University of Central Florida Intern Manual and Volusia County Schools district procedures.*
Primary concerns among many practice teachers are protecting their students from harm, and themselves from litigation. While not all accidents can be avoided, liability for them can be if the teacher has provided adequate supervision. Adhere to the following guidelines to help prevent injuries to students under your care, and avoid legal problems should mishaps occur.

1. Maintain a neat, orderly, and safe environment for the students.

2. Caution students against hazards or unusual conditions, such as slippery floors, which require extraordinary care.

3. NEVER leave a classroom unattended. Use the classroom intercom or send a student with a message if you need to contact the principal or another teacher.

4. Know how to quickly contact school personnel who can assist with an emergency (administrator, nurse, etc.).

5. Report accidents or injuries to the office immediately. As soon as possible, write down what happened for school authorities and keep a copy of the report for yourself.

6. NEVER give medicine of any kind (including aspirin) to students. Refer students who are taking medication to the office for supervision.

7. Don’t order a disruptive student to leave class unsupervised. Instead,
   a. use the intercom to ask for assistance from the office
   b. prepare a referral form to be sent with the student
   c. ask another teacher to escort the student to the office, or to supervise your class while you escort the student to the office

8. NEVER use corporal punishment with students. Corporal punishment includes hitting, pushing, pinching, forcing a child to stand up for long periods of time, making a student do push-ups, or using any physical force.

9. If a student appears to be ill, refer him/her to the office or clinic. If he/she does not return to class, check with the office to verify that he/she was excused to go home.

10. Allow students from your class to leave campus only if they have permission from the office.

11. Do not keep students after class or after school.

12. Persons from outside agencies should not be permitted to question or interview a student except in the presence of the principal.
13. Do not release students from your classroom. They must be released from the administration office.

14. If a student has been absent with a contagious disease, he/she should not be readmitted to class without permission from the office.

15. Obtain permission from the principal before sending notes or other communication home to parents.

16. Avoid introducing controversial subjects or materials (information on the occult, racism, sexually explicit books, etc.) to classes.

17. Do not advertise products or services or announce public meetings during class.

18. Do not date students or socialize with them after school. Avoid establishments suspected of serving alcohol to minors.

19. Avoid being alone with a student for extended periods of time.

20. Safeguard equipment and materials against abuse and theft.

21. Exceptional students come under specific guidelines (federal, state, and local) regarding the handling of misconduct. Contact administration for assistance or information.

22. All suspected incidents of vandalism or substance abuse should be reported immediately to the main office.

23. All suspected incidents of child abuse must be reported to the Department of Children and Families Services. It is also recommended that the principal be informed prior to notification.

24. It is the district’s practice to have a substitute teacher in the classroom with a senior intern in the event of the supervising teacher’s absence. However, if a senior intern’s supervising teacher is out on annual, sick, or paid personal leave for up to two days, the intern may serve as the teacher in charge without a substitute, pending the agreement of the intern, supervising teacher, principal and university. The intern will not be paid in this capacity. Additionally, there must be a teacher or administrator designated to act in a supervisory capacity during the supervising teacher’s absence. If the absence extends beyond two days, a substitute teacher will need to be hired.

25. Interns placed in Volusia County Schools may not administer the FCAT test. However, interns may serve as assistants (defined as proctors by the Florida Department of Education) to certified teachers provided they have been trained by the school’s testing coordinator, and provided that the sponsoring university or college has approved of intern assistance with FCAT testing.
APPENDIX A

Volusia County School District
Internship Request Form
INTERNSHIP REQUEST FORM

Note: Each item listed below must be included for the application to be considered complete. Incomplete applications will not be processed. Please use black ink.

☐ Copy of Social Security Card (Must be signed)

Intern’s College/University ____________________________________________________________

Have you interned with Volusia County Schools in the past? Yes or No
If so, which school(s) and when? ______________________________________________________

Do you have children or family currently attending a Volusia County School? Yes or No
If so, which school(s) ________________________________________________________________

Personal Information

Local Address (Street, P.O. Box, City, State, Zip) Home Phone Other names that you have used

(            ) (            )

Cell Phone Are you 18 years of age or older?

(            )

Race and gender information is used for state and federal report requirements only and is not required for application.

☐ White ☐ Black ☐ Native American, Native Alaskan ☐ Hispanic ☐ Male ☐ Female

☐ Asian, Pacific Islander

E-mail Address: (to be used for purposes of intern correspondence only)

Do you require special accommodations? Yes or No
If you answered yes attach an explanation.

Fall Placement Dates from ________ to ________ or Spring Placement Dates from ________ to ________

Please check one.

☐ EARLY CHILDHOOD (K-3) ESE: ☐ OTHER:

☐ ELEM. (K-5): Subject ________ ☐ Elementary ☐ Administrative ☐ Speech Language Pathologist

☐ MIDDLE (6-8): Subject ________ ☐ Middle ☐ Guidance ☐ Social Worker

☐ HIGH (9-12): Subject ________ ☐ High ☐ Speech Language Pathologist

COMMENTS ____________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Teacher Intern Social Security Number

- - - - -

Last Name (as it appears on social security card)

First Name, MI (as it appears on social security card)

Are you a current employee or substitute?

☐ No ☐ Yes

Intern II/Senior Intern ☐ Guidance/School Counseling Intern ☐ Administrative/Graduate Intern
GEOGRAPHIC PREFERENCE

Please indicate order of preference with 1, 2 and 3; however, preference does not guarantee placement in that geographic area.

___ West Area (DeBary, DeLand, DeLeon Springs, Deltona, Enterprise, Lake Helen, Orange City, Osteen, Pierson)

___ East Area (Daytona Beach, Holly Hill, Ormond Beach)

___ Southeast Area (South Daytona, Port Orange, New Smyrna Beach, Edgewater)

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**Criminal Record**

Have you ever been convicted, found guilty, entered a plea of nolo contendere (no contest), entered into a deferred prosecution or pre-trial intervention agreement, or had adjudication withheld in a criminal offense other than a minor traffic violation? (DUI is not a minor traffic violation.) Are there any criminal charges now pending against you? Sealed or expunged records must be reported pursuant to S.943.0585 F.S.

Please check one:  
☐ Yes  ☐ No  
Note: A no check means no to every statement above.

Failure to answer these questions accurately could result in your being ineligible for internship. A yes or no answer is required.

---

I certify that all information given on this application is true and complete to the best of my knowledge.

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date</th>
</tr>
</thead>
</table>

---

**OFFICIAL DISTRICT USE ONLY**

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TO BE COMPLETED BY HUMAN RESOURCES

- **Fingerprints Cleared**:  
  ☐ Yes  ☐ No

  **Authorized Signature**

  **Date**: ________________

---

**VOLUSIA COUNTY SCHOOLS - DISTRICT PLACEMENT INFORMATION**

- **School/Department**
- **Area/Grade Level**

- **Supervising Teacher/Administrator (Please Print)**
- **Supervising Teacher/Administrator Signature**: ________________  **Date**: ________________

- **Principal/Administrator Signature**: ________________  **Date**: ________________

- **District Placement Personnel Signature**: ________________  **Date**: ________________
APPENDIX B

Volusia County School District
Internship Approval Form
The Volusia County School District Internship Request Form and this approval form must be received by the district before the Internship Request Form will be processed.

Date: __________________________

Student Intern Name: ________________________________________________________________________________________________

College/University.: ________________________________________________ Internship Date (Sem./Yr.):_______________

Phone: _____________________________ Extension: ___________________ Fax: _________________________

College/University Internship Coordinator Name:  _______________________________________________________

Please print or type

Coordinator’s Email Address: _______________________________________________________________________________________

Coordinator’s Signature: __________________________________________________________________________________________

Note: Your signature here denotes approval of this student’s internship with Volusia County Schools.

Name of University Advisor/Instructor (if available): _____________________________________________________________

Advisor/Instructor Email Address: __________________________________________________________

Type of Internship:  ■ SENIOR  ■ GUIDANCE  ■ ADMINISTRATIVE/GRADUATE

Days/Hours per week:______________________ Total Length of Internship: __________________________

Complete this form and submit to the following by November 1st for spring internships and May 1st for fall internships:

Volusia County Schools
Recruitment Department
200 North Clara Avenue
P.O. Box 2118
DeLand, FL 32721-2118
Ph: (386) 734-7190, ext. 20115
APPENDIX C

Volusia County School District
Internship Disposition Form
**Internship Disposition Form**

To be completed by the supervising teacher or administrator and submitted to the Recruitment Department

**PART I – Internship Information**

<table>
<thead>
<tr>
<th>Supervising Teacher/Administrator (Please Print)</th>
<th>School or Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervising Teacher/Administrator Signature</th>
<th>Internship Date (Sem./Year)</th>
<th># of Hrs./Wks. Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade Level/Subject Area</th>
<th>College/University of Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Intern (Please Print)</th>
<th>Internship Completed</th>
<th>or Terminated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PART II – Evaluation of Intern**

Directions: Please evaluate the intern by indicating the degree to which the intern was prepared in the following areas:

<table>
<thead>
<tr>
<th></th>
<th>High</th>
<th>-</th>
<th>-</th>
<th>Low</th>
<th>Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Planning of lessons/units</td>
<td>5 4 3 2 1 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Preparation of materials/resources for class</td>
<td>5 4 3 2 1 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Ability to deliver/implement instruction</td>
<td>5 4 3 2 1 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Management of student conduct</td>
<td>5 4 3 2 1 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Knowledge of subject matter</td>
<td>5 4 3 2 1 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Evaluation of students</td>
<td>5 4 3 2 1 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Professional appearance</td>
<td>5 4 3 2 1 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Maintaining professionalism</td>
<td>5 4 3 2 1 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Enthusiasm for working with students</td>
<td>5 4 3 2 1 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Communication skills</td>
<td>5 4 3 2 1 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. Interpersonal skills</td>
<td>5 4 3 2 1 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. Commitment to education</td>
<td>5 4 3 2 1 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PART III – Additional Information**

A. Would you recommend this intern be hired to teach in the Volusia County Schools? □ yes □ no

*If no, please explain: ____________________________________________________________*

B. Additional comments: __________________________________________________________
APPENDIX D

Volusia County School District
Intern Response Form
Recruitment Department, Human Resources

Intern Response Form
To be completed by intern and submitted to the Volusia County School District’s Recruitment Department

PART I – Internship Information

Name of Intern ____________________________

School or Department ____________________________

Signature ____________________________

Internship Date (Spring or Fall/Year) ____________________________

Grade Level/Subject Area ____________________________

# of Hours or Weeks Completed ____________________________

Name of Supervising Teacher/Administrator (please Print) ____________________________

College/University of Intern ____________________________

PART II – Evaluation of Internship

Directions: Please evaluate your internship experience by indicating the degree to which the supervising teacher performed in the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Agree</th>
<th>-</th>
<th>-</th>
<th>Disagree</th>
<th>Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Effective communication with intern</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>B. Constructive suggestions &amp; frequent feedback</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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</tr>
<tr>
<td>C. Allowed intern to try new ideas &amp; techniques</td>
<td>5</td>
<td>4</td>
<td>3</td>
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</tr>
<tr>
<td>D. Provided assistance in planning</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<tr>
<td>E. Modeled effective strategies in</td>
<td>5</td>
<td>4</td>
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<tr>
<td>Classroom Management</td>
<td>5</td>
<td>4</td>
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<tr>
<td>Working with Diverse Populations</td>
<td>5</td>
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<tr>
<td>F. Modeled Professionalism &amp; Ethics</td>
<td>5</td>
<td>4</td>
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PART III – Additional Information

Additional comments:

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Created 2/20/2009

Owner: Human Resources

An Equal Opportunity Employer

2009-070-VCS

Print Locally
APPENDIX E

Code of Ethics of the Education Profession in Florida

Principles of Professional Conduct for the Education Profession in Florida
CODE OF ETHICS OF THE EDUCATION PROFESSION IN FLORIDA

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

2. The educator’s primary professional concern will always be for the student and for the development of the student’s potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

3. Aware of the importance of maintaining the respect and confidence of one’s colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2)(b) FS. History–New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01.

PRINCIPLES OF PROFESSIONAL CONDUCT FOR THE EDUCATION PROFESSION IN FLORIDA

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.

2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator’s certificate, or the other penalties as provided by law.

3. Obligation to the student requires that the individual:

   a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student’s mental and/or physical health and/or safety.

   b. Shall not unreasonably restrain a student from independent action in pursuit of learning.

   c. Shall not unreasonably deny a student access to diverse points of view.

   d. Shall not intentionally suppress or distort subject matter relevant to a student’s academic program.

   e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

   f. Shall not intentionally violate or deny a student’s legal rights.

   g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
h. Shall not exploit a relationship with a student for personal gain or advantage.

i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

4. Obligation to the public requires that the individual:

a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

c. Shall not use institutional privileges for personal gain or advantage.

d. Shall accept no gratuity, gift, or favor that might influence professional judgment.

e. Shall offer no gratuity, gift, or favor to obtain special advantages.

5. Obligation to the profession of education requires that the individual:

a. Shall maintain honesty in all professional dealings.

b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

c. Shall not interfere with a colleague’s exercise of political or civil rights and responsibilities.

d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual’s performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

e. Shall not make malicious or intentionally false statements about a colleague.

f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.

g. Shall not misrepresent one’s own professional qualifications.

h. Shall not submit fraudulent information on any document in connection with professional activities.
i. Shall not make any fraudulent statement or fail to disclose a material fact in one’s own or another’s application for a professional position.

j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

m. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendre for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

n. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.

o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.

p. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2), 231.28 FS. History–New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98.
APPENDIX F

Volusia County School District
Internship Contact Information
# Volusia County School District

## Internship Contact Information

**Dr. D’Lorah Hyacinth**  
*Recruitment & Teacher Intern Specialist*  
*Recruitment Department*  
Human Resources  
200 North Clara Avenue  
DeLand, FL 32720  
(386) 734-7190, ext. 20115  
dabuttsl@volusia.k12.fl.us

## District Placement Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone/Ext</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Bruno</td>
<td>Director, Career Technical &amp; Community Education</td>
<td>(386) 734-7190 ext. 20643</td>
<td><a href="mailto:mbruno@volusia.k12.fl.us">mbruno@volusia.k12.fl.us</a></td>
</tr>
<tr>
<td>Vicki Drager</td>
<td>Director, Staff Development, Instructional Technology</td>
<td>(386) 255-6475 ext. 38362</td>
<td><a href="mailto:vdrager@volusia.k12.fl.us">vdrager@volusia.k12.fl.us</a></td>
</tr>
<tr>
<td>Deborah Drawdy</td>
<td>Coordinator, Middle &amp; High School Services</td>
<td>(386) 734-7190 ext. 20656</td>
<td><a href="mailto:ddrawdy@volusia.k12.fl.us">ddrawdy@volusia.k12.fl.us</a></td>
</tr>
<tr>
<td>Lyndi Goepfert</td>
<td>Teacher on Assignment, Elementary Services</td>
<td>(386) 255-6475 ext. 53519</td>
<td><a href="mailto:llgoepfe@volusia.k12.fl.us">llgoepfe@volusia.k12.fl.us</a></td>
</tr>
<tr>
<td>Pat Kicklighter</td>
<td>M.S., CCC-SLP, Speech/Language/Hearing Programs</td>
<td>(386) 734-7190 ext. 20478</td>
<td><a href="mailto:pkicklig@volusia.k12.fl.us">pkicklig@volusia.k12.fl.us</a></td>
</tr>
<tr>
<td>Jan Kirchberger</td>
<td>Specialist, ESE Personnel &amp; Staff Development</td>
<td>(386) 734-7190 ext. 20466</td>
<td><a href="mailto:jmkirchb@volusia.k12.fl.us">jmkirchb@volusia.k12.fl.us</a></td>
</tr>
<tr>
<td>Dianne Martin-Morgan</td>
<td>MSW, CMHP, Coordinator, School Social Services</td>
<td>(386) 255-6475 ext. 34256</td>
<td><a href="mailto:dmartin@volusia.k12.fl.us">dmartin@volusia.k12.fl.us</a></td>
</tr>
<tr>
<td>Dr. Mary Alice Myers</td>
<td>Coordinator, School Psychological Services</td>
<td>(386) 734-7190 ext. 20441</td>
<td><a href="mailto:mmyers@volusia.k12.fl.us">mmyers@volusia.k12.fl.us</a></td>
</tr>
<tr>
<td>Dr. Amy Hall</td>
<td>Specialist, District Counseling</td>
<td>(386) 734-7190 ext. 20658</td>
<td><a href="mailto:alhall@volusia.k12.fl.us">alhall@volusia.k12.fl.us</a></td>
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