SCPS Field/Practicum, Student Teaching, and Intern Placement Process

All Colleges/Universities **Must** have a current signed SCPS MoU prior to submitting a request to place a Classroom field/practicum, student teacher or a Student Services field/practicum, intern student.

Only the College/University representative, not the student, fills out and submits the online form to submit request to SCPS for:
- Field/Practicum
- Student Teaching
- Student Services Field/Practicum
- Student Services Intern

**Fall Student Teacher & Student Services Intern Request Open from 5/1 to 9/30**

**Spring Student Teacher & Student Services Intern Request Open from 11/1 to 4/30**

- College/University will send their student the confirmed placement spreadsheet.
- The student will have **12 working days** to contact their cooperating administrator/teacher to set up their start date, schedule, and begin their placement.

- College/University informs student of confirmed placement
- College/University provides student with link to online orientation for on-boarding with SCPS HR Department.

- Students **must** complete the online orientation and submit all forms in person to the SCPS HR Department and be finger printed
- Once SCPS HR Department receives all paper work and finger print results are cleared, SCPS will send the College/University the confirmed placement spreadsheet with cooperating school, administrator/teacher’s contact information.

- College/University with placement confirmation and a link to the new online orientation for on-boarding with SCPS HR Department.

SCPS CSP contacts College/University with placement confirmation (CSP) contacts SCPS instructional staff and principals to arrange quality placements.