

# Montgomery County Public Schools Student Teacher/Intern Process 2009 - 2010

MCPS provides allocation to each Institution of Higher Education (IHE)

**?** Will the student teacher or intern be placed in a Professional Development School (PDS) or partnership?

YES

NO

IHE representative contacts the principal of the school with which a Professional Development School (PDS) relationship and/or MCPS partnership has been established to discuss placement requests.

If principal supports placement, the IHE representative completes the Student Teacher/Intern Assignment Verification Form. Be sure all requested information is completed prior to submission.  
[www.montgomeryschoolsmd.org/departments/personnel/studentteaching/](http://www.montgomeryschoolsmd.org/departments/personnel/studentteaching/)

If placement does not involve a PDS or partnership, IHE representative contacts the appropriate MCPS office to discuss placement requests (e.g., art, counselors, library science, music, physical education, special education).

IHE representative submits the completed Student Teacher/Intern Assignment Verification Form before due date, to Kathleen Erkert, Office of Human Resources, 7361 Calhoun Place, Suite 401, Rockville, MD 20855.

Spring semester 2010 - Verification form must be submitted by December 10, 2009

Fall semester 2009 - Verification form must be submitted by August 14, 2009

Summer session 2009 - Verification form must be submitted by June 12, 2009

MCPS approval process begins immediately following receipt of the Student Teacher/Intern Assignment Verification Form. MCPS will use critical need areas as a guideline for determining approval of the placements.

Following approval, OHR will send an e-mail to the IHE representative who submitted the request notifying them of the status of the request. The school principal and/or MCPS office/department staff will be copied on the e-mail, as well as the supervising teacher.

IHE representative will inform the student of his/her placement once approval has been received.

Questions: Review the MCPS website or contact Kathleen Erkert, Office of Human Resources, 7361 Calhoun Place, Suite 401, Rockville, Maryland 20855  
301-279-3947



05/25/09