

**Old Dominion University
Darden College of Education
Teacher Education Services and Advising**

OUT-OF-AREA TEACHER CANDIDATE INTERNSHIP POLICY

Policy

In exceptional cases (family illness, employment transfer of spouse, etc.), Old Dominion University (ODU) teacher candidates **may be** allowed to complete their teacher candidate internship requirement through an out-of-area regionally accredited institution.

Procedure

A request must be made in writing to the Director of Teacher Education Services and approval will be obtained from the appropriate academic department chairperson. This request must be made in accordance with the established deadlines to submit the Teacher Candidate Internship Application for placement.

If the request is approved, the teacher candidate will contact the teacher education field experiences office of a regionally accredited college or university in the desired locale and request their support to complete this requirement. The appropriate name and address will then be submitted to the Director of Teacher Education Services. The Director will formally request the teacher candidate internship placement and supervision for the teacher candidate at the desired location. If a host institution is not available, the ODU Teacher Education Services Office will work with the local school district to place the teacher candidate and locate a supervisor.

The teacher candidate will register for the appropriate Old Dominion University teacher candidate internship course as specified by the program advisor. The teacher candidate will purchase and use the ODU Teacher Candidate Internship Handbook and attend the mandatory teacher candidate internship orientation.

Old Dominion University will pay the fees for the university supervisor in accordance with Commonwealth of Virginia and Old Dominion University policies for financial reimbursement. This payment will be at the rate equivalent to the supervisors at Old Dominion University. Supervisors will be reimbursed for travel at a rate equivalent to the supervisor rate at Old Dominion University. A stipend will be paid to the clinical faculty (cooperating teacher) at a rate equivalent paid by Old Dominion University. The teacher candidate is responsible for any fees beyond the fees paid by Old Dominion University.

The host institution or school district will place the Old Dominion University teacher candidate in an accredited public school under the supervision of an approved public school teacher, and assign a university supervisor. The length of the teacher candidate internship will be the same as required in the Old Dominion University approved teacher education program for a local placement: 6, 10 or 14 weeks. The school level (high, middle, elementary) will also be same as required by the ODU approved teacher education program. Evaluation instruments will be forwarded to the host institution. At the completion of the teacher candidate internship, evaluations and grades will be submitted to: Old Dominion University, Director of Teacher Education Services, 152, ED, Norfolk, Virginia 23529.

Although the host institution may have requirements over and beyond what Old Dominion University specifies, the teacher candidate is not required to fulfill them. The teacher candidate is fulfilling Old Dominion University's approved program requirements and is not obligated to meet those of another state. At the successful conclusion of the teacher candidate internship, the staff in the Office of Teacher Education Services will assist teacher candidates applying for Virginia licensure. Those who wish to be licensed in another state should contact the Department of Education of their intended state and follow their recommendations.