Anne Arundel County Public Schools
Pre-service Intern Placement Protocol

The Division of Professional Growth and Development (PGD) is accountable for the record-keeping for all pre-service interns in Anne Arundel County Public Schools (AACPS). All placements for course observation, field experience, and student teaching must go through our office so that we know where each intern is placed, when, and with whom. Every intern, no matter the type of placement, is required to complete the online Background Investigations Form used for chaperones, volunteers, and student teachers three weeks prior to his/her start date. Interns who will have direct contact or interaction with students must also view the required videos (Recognizing and Reporting Child Abuse; Preventing Sexual Harassment; Bloodborne Pathogens; and Cyber Safety). The background check process must be repeated every two years. AACPS does not require interns to be fingerprinted at this time.

Following is a brief outline of placement procedures:

1. The school is not the first point of contact; colleges/universities and individual students should not contact any school, principal, or teacher directly about placement requests. Interns will not be placed at schools where family members are either students or employees. Current employees will not be placed at their worksite and should contact Human Resources about taking a leave of absence.

2. The background form is submitted online through the two-step process provided to all colleges/universities placing interns in AACPS. The college supervisor will be notified when students are approved or if any student is not cleared.

3. For Professional Development Schools (PDS) placements, the college may work directly with the Site Coordinator and/or Principal to assign mentor teachers, however, notification must still be sent to our office prior to the student beginning the placement rotation. The teacher’s name, grade or content area, and type and dates of rotation must be provided. This information enables us to award the appropriate stipend and APC renewal credits.

4. For all non-PDS placements (non-partner colleges and special content areas), the college must send a placement request to the Office of College/University Partnerships by May 1, for fall placements and November 1, for spring placements. The deadlines are necessary to allow ample time to assign an appropriate mentor and to ensure that the proper administrative requirements (such as videos and background check) are completed before the rotation begins. The request/application must include the student’s name, address, phone number, type of placement, geographical preference, dates and duration of placement, and stipend paid to the mentor by the college (if any).

   - Using recommendations from principals and content area coordinators, PGD will contact school sites and make arrangements for the intern to be placed.

   - Once the mentor has been assigned, the completed placement form is sent to the principal, mentor teacher, and college supervisor.

5. The database created from the placement information is not only important to the security in our schools, but is also an invaluable recruitment tool for Human Resources.

Note: It is recommended that the intern contact the mentor teacher prior to arrival to arrange a mutually agreeable schedule for performing the required hours.