

Souhegan High School & UNH Student Intern Overview

SAU 39 and Souhegan High School recognizes a responsibility for providing mentorship to those entering the teaching and education profession. UNH graduate students gain practical experience in both content and pedagogy through their daily interactions in Souhegan High School's yearlong interdisciplinary and inclusionary learning environments. All requests for internships will be reviewed for consideration.

Goals:

- To ensure university students are prepared to begin their student teaching experience.
- To meet and qualify the applicants who ultimately apply to be an intern at Souhegan High School.
- To provide the intern applicant with a day at Souhegan to tour, observe, meet the administration and cooperating teachers, get a sense of the culture and environment and address any questions or concerns.
- To ensure that being an intern at Souhegan High School would be a good match and fit for all.
- To value the importance of having the two-way conversation regarding position expectations and the role that the interns have in the student learning outcomes of that day and the school year.

UNH Internship Roles and Responsibilities -

The University of New Hampshire will:

- Specify requirements and expectations for the student teacher, cooperating teacher and building administrator.
- Qualify the student has met the internship requirements prior to the application.
- Provide an opportunity for the SHS Intern Coordinator to meet prospective candidates at UNH.

Souhegan will:

- Provide a daylong experience for the student intern, administration and cooperating teachers to meet, evaluate and learn about Souhegan through a participatory process.
- Provide opportunities to work with approved cooperating teachers for the school year and provide regular feedback – both written and orally.
- Involve the student intern in appropriate professional development opportunities offered by the school and district. Offer mentorship in curriculum and instructional design.
- Connect interns with opportunities to work with extra-curricular and/or athletic teams as available.

The cooperating teacher at Souhegan will:

- Submit a letter of interest expressing why they are interested in serving as a cooperating teacher and what skills they would offer in advancing a student teacher's knowledge and understanding of teaching and learning.

Souhegan High School & UNH Student Intern Process

Roles in the Process:

1. SHS Student Intern Coordinator will:

- Serve as liaison between the cooperating teacher, the school and the university.
- Organize the placement process and interview all prospective interns.
- Provide assistance with resumes and cover letters.
- Participate in the graduate seminar required of all UNH graduate interns.
- With the help of administration, balance the distribution of interns across teams (no more than 2 per team), disciplines and across the faculty.

2. UNH Intern Applicants will be required to provide the information below, expressing their goals and readiness to teach, as part of the application process:

- SAU 39 employment application
- philosophy of teaching and learning
- familiarity with 21st century teaching and learning
- specific content areas and/or grade levels of interest
- extra-curricular interests
- transcripts and course information
 1. *Unless there is an exceptional circumstance, SAU 39 will not accept an applicant with a grade point average below 3.0.*
 2. Submit and have passed all parts of Praxis I (general reading, writing and mathematics assessment) and Praxis II assessments (content area).

3. SHS Intern Coordinator: Will determine if there is an internship opportunity available in the content area and/or grade levels of interest and will notify the applicant. If an opportunity is available, the intern will have the opportunity to participate in the SHS Intern Day.

4. Souhegan High School Intern Day: Applicants will spend the day meeting, evaluating and learning about Souhegan through a participatory process.

- a. An interview will be scheduled with the intern applicant and school team (building administrator, cooperating teacher(s)...).
- b. The administration and cooperating teacher(s) will make a recommendation to accept / decline the applicant for one of the intern teaching opportunities.
- c. **No arrangements can be made exclusively between a student teacher / intern and a cooperating teacher.**
- d. The building principal will communicate with the school to confirm and arrange.
- e. The intern applicant must agree to follow the school year calendar in its entirety.
- f. The intern candidate must complete the fingerprinting and a background check process in accordance with the state of NH.

The building Principal will notify the applicant, cooperating school and Human Resources, of the intern application status.

5. Human Resources: Will provide the approved student intern(s) with the required new hire paperwork including the criminal records background check release and fingerprint card.
