

Tolland Public School Student Teacher / Intern / Intern-Observer Assignment Procedure (STIA)

STEP 1: University or Academic Program **contacts Marjorie Francolini for possible placements** and provides paperwork on Student Teachers or Interns to:

Marjorie Francolini
Curriculum Office
Tolland High School
1 Eagle Hill
Tolland, CT 06040
860-870-6818 Extension 10804
mfrancolini@tolland.k12.ct.us

The University should **NOT** contact any teacher directly.

Paperwork for each Student Teacher or Intern must include *at least* the following:

- 1) Student vitae or resume
- 2) Evidence of Finger Printing
- 3) Evidence of enrollment in the University or School program through which the student is requesting the Student Teaching or Internship experience
- 4) Name and contact information for University or Supervisor

STEP 2: The Student Teacher or Intern applicant completes the online **STIA Form** (Student Teacher/Intern Form). This form **MUST** be completed 10 business days prior to the intended start date. The link to the online form is here:

<https://docs.google.com/forms/d/e/1FAIpQLSd2nyg7ZLjvQTETTrzfkKUT7ZNzDp9zbZWRvYYux96mOLyluQ/view> form. The form can also be accessed by going to the Tolland Public Schools website and, on the main page, scrolling down to “*Quick Links*” and clicking on the first link, “*Student Teacher-Intern Form*” **OR** on the “*District*,” “*HR Forms*” and clicking on the “*Student Teachers and Intern Observation Form*.” In addition, the Disclosure Form must be signed and returned to M. Francolini by the candidate.

STEP 3: Once the background check is completed, HR updates the form to reflect the results of the background check. The C&I office reviews the STIA request and contacts a) the student to confirm placement, b) the cooperating teacher with whom the student will be placed, and c) the school administrator and or head/secretary of the school in which the Intern will be placed. This is done through an e-mail communication.

STEP 4: Student begins placement.

Other Rules and Restrictions:

1. STIA placements will be provided a school e-mail account. The Cooperating (TPS) Teacher must monitor this account, therefore all e-mails from the STIA placement must CC the Cooperating Teacher. STIA placements *cannot* use their personal email accounts, or ANY other type (university affiliated or otherwise) for official Tolland Public School communications with staff, parents, the community, or otherwise.
2. STIA placement will *not* be provided a Sharp School account.
3. It is not recommended that Teachers share their passwords with STIA placements.