



Student Internship Form

TO: **Faculty and Administrative Staff** (*list names*)
 FROM: **FEA Advisor**
 SUBJECT: **FEA Intern Day**, _____ (*date*)
FEA Shadowing Day, _____ (*date*)

Since we desire to give our "Future Educators" diversified experiences in the field of education, including varied responsibilities and duties, we have granted permission for each member in good standing to choose non-conflicting visitation experiences. The members will choose their own experiences, those they will feel comfortable preparing and fulfilling. Naturally, you do not have to accept a student just because the student asks; the members understand this.

PLEASE accept only a student who you feel has the ability to perform in your field. Remember, the experience should INSPIRE the student to enter the field of education.

If the student is acceptable to you, please sign his or her form, clearly indicating the class subject, period(s) and room number. This will help us to keep track of all the members. Should you not know an FEA member and desire a student intern, drop us a note and we will direct a qualified member to work with you and your class(es).

MANY THANKS, FELLOW EDUCATORS!

 I, _____, wish to intern with you during periods _____ and am willing to commit to providing support duties. I will meet with you to discuss schedules and duties.

Signature Date _____

- a. _____ has my permission to intern with me on _____.
 - b. Since I eat lunch during period _____, he or she will eat during that period.
 - c. I do/do not wish to have the student during my planning period, which is period _____.
- Please note: students may work during this time grading papers, filing, organizing, etc.

Instructor/Administrator Date _____