

VCU School of Education

Early Hire Policy and Agreement Request Form

The Virginia Department of Education provides educator preparation providers the opportunity to allow students early release from student teaching to **accept full-time teaching positions**. Early release from the traditional internship experience occurs only in exceptional circumstances and is seen as a privilege to outstanding students.

Student conditions to be met *prior* to the release from the internship include;

- (1) The elementary intern must complete **12 weeks of internship, eight weeks in the first placement and four weeks into the second placement.**
- (2) The early hire must be approved by the university supervisor, intern's advisor, department chair and Associate Dean of Academic Affairs and Graduate Studies (signature approval).
- (3) All TK20® and required work completed, saved, and scored by the end of the academic semester.
- (4) **A mentor assigned from the employing school.**

The Early Hire Agreement allows interns enrolled in a VCU Teacher Preparation Program to complete the Master of Teaching Degree while hired as a teacher in a school division. Under this contract agreement, the University supervisor will continue to support the early hire practicing intern from the date of hire to the end of the semester. (For fall early hires, the university supervisor supports the practicing intern through May.) The university supervisor is expected to keep regular contact with the practicing intern, continue to coach the practicing intern using the Clinical Faculty coaching tools, and be a resource and support with lesson planning, classroom management, and other needs the practicing intern might have.

The school division agrees to provide a Teacher Mentor who will support the practicing intern for the first year of teaching.

Early Release Guidelines:

Requests for early release must be initiated by the school division interested in hiring the VCU intern. Please anticipate a two-week review and approval period on behalf of the university. The school division's Human Resources Specialist contacts the VCU School of Education. Once notified, the Department chair working collaboratively with the Coordinator of Field Experiences to immediately notify the students' current principal and cooperating teacher via telephone, email and/or school visit.

The division's Human Resource Specialist and the intern will begin the approval process by completing the Early Hire Agreement and Request Form (Appendix F). The student can access the

Early Hire Agreement Form on the School of Education, Student Services website under forms and documents. The form is also located in the Internship Handbook.

After all signatures have been obtained and the form is received by the Associate Dean for Academic Affairs and Graduate Studies for final approval, the student will be notified of the official release. A copy of the completed form will be sent to the employing school division Human Resource Specialist.

Interns are required to complete all other course requirements, electronic evidence, other requirements from the department, program area or university, and attend mandatory seminars.