



TITLE COURSE ENROLLMENT FOR COOPERATING TEACHERS
AND GUIDANCE COUNSELORS

Policy Procedure Rule Regulation Form

No.: 460
Page 1 of 2
Ref.: Business/
Date: Financial
Approval: 11/15/90

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I. PURPOSE

The quality of supervised practice teaching and counseling internships is highly dependent upon the voluntary services of master teachers and guidance counselors in regional schools. Practice teaching and counseling internships are intensive semester-long academic experiences, usually the capstone of the academic program and frequently constituting the student's entire course work for that semester. Lyndon faculty rely upon the professional on site as an influential teacher, one who enjoys creative teaching and who will make an objective evaluation of the progress of the student. The award of certificates for tuition reduction expresses Lyndon's appreciation of the willing spirit with which cooperating professionals accept our students.

II. POLICY

Certificates for tuition reduction are awarded to cooperating teachers and counselors as follows:

- a) used for tuition reduction according to the schedule below
- b) applied only for a single course registration of not more than 4 credits (the reduction may not be spread over two or more courses)
- c) used in any credit-bearing course, in any semester (including summer). Possession of a certificate does not waive prerequisite requirements for entry into courses.
- d) effective for five years from date issued
- e) not to be redeemed for cash
- f) may be transferred by the holder of the certificate to another employee within the same union school district or same independent school; or to the school district or independent school itself
- g) All usual fees for courses are assessed in full
- h) One certificate shall be issued for each supervision/internship

The schedule for amount of tuition reduction:

- + For cooperating professional with students in practice teaching or counseling internship for one-half a semester (usually 7-8 weeks) or for one-half a day for the semester:

Reduction of up to 2 credits tuition in a single course

- + For cooperating professionals with a student in practice teaching or counseling internship for a full semester, all day:

Reduction of up to 4 credits tuition in a single course.

III. PROCEDURE

Each department or program sponsoring practice teaching or counseling internships will prepare individual certificates, together with statements attesting to the amount of supervision provided. The President or designee will sign each certificate and a letter of appreciation/transmittal, with copy to the headmaster or principal.