

Adjunct Positions/Early Release from Internship

In some cases, an administrator in the same district as a teacher candidate's internship placement may request that the candidate be released from his/her placement prior to the conclusion of the placement as initially planned in order to fill an open position in the district. Candidates may **ONLY** apply for early release if the request is initiated by an administrator in his/her placement district. Students who work in the district where they are placed may apply to move to adjunct status if the district requests it.

Requests to leave one's internship site and relocate to a different district will not be considered, as the candidate has made a professional obligation to his/her internship district until the end of the Oklahoma State University academic term.

Early Release Candidates **MUST** complete the full 12 weeks prior to receiving the release to the new classroom, though s/he can apply any time after 8 weeks. Adjunct candidates must complete 12 full weeks with a qualified mentor (certified with three years or more experience) available at all times.

A candidate must submit a written request (via the "Application for Early Release/ Adjunct Status") asking to be released from the internship to accept full-time employment with the district. This request should then be submitted to the Assistant Director, Dr. Kathy Thomas, kathy.thomas@okstate.edu or 329 Willard Hall.

Prof. Ed. staff will then share the request with an early release/adjunct team made up of the following members:

Early Release/Adjunct Team Composition

Internship site administrator

Mentor teacher

Program Coordinator (in consult with program faculty familiar with the candidate's work)

University supervisor*

Professional Education placement contact

In rare instances when the Program Coordinator and the university supervisor are the same party, another designated program faculty member will be asked to serve on the team.

If there is consensus among this group that this candidate is ready to move forward (as documented by an email stating approval/denial of the request from each party).

If there is not consensus, the request will be denied.

The Professional Ed. contact will notify the candidate and the requesting site administrator of the Early Release Team's decision.

Consensus is defined here as follows: A consensus of at least 4 out of 5 team members is required. Program Coordinator must be in support for approval. Mentor teacher input will be heavily considered.

Application for Early Release or Adjunct Status

Submit this completed application to the Field Experience Office (325M Willard) as soon as possible after completing week 8 of the internship and prior to the beginning date of the early release you are seeking. Adjuncts must complete the document as soon as the offer from the school has been received.

Candidate Full Name:

CWID:

Date:

University Degree Program:

Certification(s) Seeking:

Internship Placement Mentor's Full Name:

Internship Placement Administrator's Full Name:

University Supervisor*:

Program Coordinator at OSU:

Full Name of Administrator Requesting Early Release/Adjunct:

Is this administrator in the building in which you're placed for your internship? Yes/No?

If not the same building, name of school district and site of requesting administrator? **(Requests may only be considered in the same district as your placement.)**

What would be your teaching responsibilities were you to be released from your internship or the remainder of the semester?

Content Area:

Grade Level:

Site(s):

District:

Are the above responsibilities for the full school day?

Respond to the following questions:

Why do you feel you're ready for early release from the internship?

What concerns, if any, do you have about moving to this new role were your request granted?

What would be the specific benefits to your new site within this district should you be released from your internship to carry out this new role?

What would be the specific benefits to you as an educator were you released from your internship to carry out this new role?

Have you successfully completed your Admission to Professional Education, OSAT, and successfully met all PPAT deadlines to date? (Required to be considered for early release – an approved early release is contingent upon successfully meeting later PPAT deadlines as well.)

*At least two supervisor observations must be completed in the internship classroom prior to the committee's considering early release. The third observation may be completed after the candidate is released from the internship classroom to his/her new classroom.

If a request for Early Release is approved, this document must be signed by all appropriate parties with a copy distributed to each signatory.

Agreement for Early Release from Internship

Though the candidate is being released, via our signatures below, from the internship itself, all coursework and supervisory rules still apply. The teacher candidate must still attend university courses/meetings that remain during the remainder of the program, complete any remaining assignments, etc., to successfully complete the coursework in order to graduate. Further, the university supervisor must complete any remaining observation(s) of the candidate to support the candidate's induction and transition to the new role.

However, upon being hired in a full-time position, the school district assumes all liability as the employer. While the candidate is as certification-ready as possible at the point of early release, PPAT performance assessment scores are not yet in, nor has the candidate graduated. Therefore, while the institution fully expects that the candidate is able to certify upon completing the program successfully, the employer should know that those requirements are not yet fully completed.

Hiring Site Administrator

OSU Program Coordinator

Coordinator of Clinical Practice

Teacher Candidate