

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.

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.

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.

A candidate must submit a written request (via the "Application for Early Release") asking to relocate to a new classroom in the same district in the absence of his/her mentor to serve as a substitute. This request should then be submitted to Professional Ed. (325M Willard Hall, robin.fuxa@okstate.edu).

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

Early Release 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

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're seeking.

Candidate Full Name: [Click here to enter text.](#)

CWID: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

University Degree Program: [Click here to enter text.](#)

Certification(s) Seeking: [Click here to enter text.](#)

Internship Placement Mentor's Full Name: [Click here to enter text.](#)

Internship Placement Administrator's Full Name: [Click here to enter text.](#)

University Supervisor*: [Click here to enter text.](#)

Program Coordinator at OSU: [Click here to enter text.](#)

Full Name of Administrator Requesting Early Release: [Click here to enter text.](#)

Is this administrator in the building in which you're placed for your internship? Yes/No? [Click here to enter text.](#)

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 for the remainder of this semester?

Content Area: [Click here to enter text.](#)

Grade Level: [Click here to enter text.](#)

Site(s): [Click here to enter text.](#)

District: [Click here to enter text.](#)

Are the above responsibilities for the full school day or a partial day? [Click here to enter text.](#)

If partial, what class periods and times? [Click here to enter text.](#)

Respond to the following questions:

Why do you feel you're ready for early release from the internship? [Click here to enter text.](#)

What concerns, if any, do you have about moving to this new role were your request granted? [Click here to enter text.](#)

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? [Click here to enter text.](#)

What would be the specific benefits to you as an educator were you released from your internship to carry out this new role? [Click here to enter text.](#)

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

Note: Candidate should not assume payment is included if a release is granted. This is a district by district decision. In some cases, substitute funds are simply not available.