

## Frederick County Public Schools Internship Placement Request for the 2025-2026 School Year

*This form should be used to request field placements, internships, student teaching, and field work for non-partner schools (Hood, Mount St. Mary's, and Frostburg) teaching programs and **all** school counselor, social worker, and SLP internships (**regardless of Partner School status**).*

Thank you for considering Frederick County Public Schools in your education journey. Frederick County Public Schools is dedicated to promoting and building excellence in future educators. We recognize the importance of student teaching and internships in training highly qualified staff to meet the needs of our 21<sup>st</sup> century. By working together, we hope to nurture the professional growth of candidates, support the continued professional development of cooperating teachers, mentors, and supervisors, and provide for quality experiences for the children in our schools.

Most of the student teacher/intern placements that occur in Frederick County Public Schools (FCPS) are through our Professional Development Schools (PDS) program. Frequently student teacher/intern placement requests are made from non-PDS program colleges and universities. The procedures for student teacher/intern placements differ from the non-PDS program colleges and universities from the student teacher/intern placement process for Professional Development Schools (PDS) program colleges and universities.

All practicum, student teacher, and/or intern applicants must be enrolled in a State Board of Education approved college/university education program, with field supervisors provided by the IHE. Due to the high volume of placement requests, only Frederick County residents and/or Frederick County Public School employees will be given priority for Non-PDS placements.

If a request is being made for a current employee, please respond to the questions marked with an \* in request regarding this.

### **APPLICATION PROCESS:**

All arrangements to accept interns are **made through Human Resources** in conjunction with the IHE's placement offices. **This includes all observation, practicum, intern, and student teaching requests.** We have experienced an increase in the requests for such placements. To meet the needs of the many universities/colleges, this placement request form must be sent to the Human Resources Department.

Frederick County Public Schools places interns on a **semester-by-semester** basis. Often, interns request a specific placement location and host teacher. While FCPS would like to accommodate these specific requests, we first must meet the needs of our PDS interns before placing non-PDS placements. Therefore, specific placement requests may not be possible.

**The State of Maryland requires that everyone who has contact with students in the school setting be fingerprinted with the FCPS system and have MD Previous Employer Background forms completed prior to starting their assignments.**

**Interns will not be allowed into the classroom until they are hired as an FCPS intern/substitute and fingerprinted through FCPS at least 5 business days prior to their internship. We cannot accept fingerprints from other agencies.**

All requests (i.e., observations, practicums, student teaching or internships) must come through Human Resources. To request a placement, please complete all required documentation and return to:  
[toya.piermarin@fcps.org](mailto:toya.piermarin@fcps.org)

#### **STUDENT TEACHER APPLICATION PACKET REQUIREMENTS:**

- College/University Official Complete Intern Placement Request Form in collaboration with Intern
  - **Must be complete by college/university official**
- Student Teacher hired as an intern through our application system:  
<https://www.applitrack.com/fcps/OnlineApp/default.aspx>  
Directs will be sent with the placement confirmation.

**\*APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THESE BEING COMPLETED\***

Once the FCPS Human Resources Office has received **all completed documents**, the information will be forwarded to the building administrator/FCPS curriculum specialists for placement review. When placement has been confirmed, Human Resources will send an email of confirmation to all parties with your student teaching placement information.

***Note: A considerable amount of time and thought goes into finding an appropriate placement for interns. Therefore, intern placements are final and will not be changed, unless requested by the FCPS School or college/university.***

**Internship Placement Request**

To be completed by the College or University

**Higher Education Information**

Name of College/University		
Higher Education Contact Last Name	First Name	Title
Higher Education Contact Email	Phone	Fax
Briefly summarize your expectations of the mentor's role:		
What supports does the University/College have in place for both the mentor and the intern?		
Do you require a specific lesson plan format? If so, please specify/provide details.		
Is this program part of a Maryland State Certified Program?		
For secondary placements will middle school satisfy program requirements?		
Does your University/College offer a stipend or other benefit/incentive to mentors? If so, please specify the stipend/benefit and any stipulations to receive the stipend/benefit.		
University Notes to FCPS Human Resources regarding requested placement:		

**Student Placement Request Form**  
**Student Information**

**This form needs to be filled out for every student intern requesting placement.**

**STUDENT INFORMATION**

Last Name	First Name	Middle Name	Other Name(s)
Student Mailing Address	Student County Residence	Student Phone No.	

University/College:	Student Email Address:

Content Emphasis /Major	Secondary Major	Anticipated Graduation Date:
<b>**Is a student an FCPS Employee? If so, please list Employee ID #</b>		<b>Does the student have children in FCPS? If so, please list school(s):</b>
*Y or N (circle one) What is the intern's plan for completing this internship while working? Please see the Negotiated Agreements for options. <a href="https://www.fcps.org/labor/agreements">https://www.fcps.org/labor/agreements</a>  *Employee ID #		

**Student Type (Check one):**

Undergraduate	
M.Ed.	
MAT	
Other	

Specify:

**Program (Check all that apply):**

Early Childhood	
Elementary	
Secondary	
Special Education or SLP	
Early Childhood	
School Counselor	
Social Worker	
Other:	

**PLACEMENT REQUEST**

<b>PLACEMENT -- Request for student teaching placement:</b> Placement type:    Elementary •    Secondary •  	<b>Internship Placement Dates:</b>  
Special Notes (hours required):	

Additional Notes: