

**ADMINISTRATIVE POLICIES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE POLICY 6.33  
CLINICAL STUDENTS EDUCATION, STUDENT TEACHING, STUDENT ADMINISTRATOR,  
PRACTICUM STUDENTS, INTERNS, AND FIELD-PLACEMENT STUDENTS**

**(1) GENERAL**

(a) As one of its contributions to the development and strengthening of the education profession, the Milwaukee Public Schools recognizes its responsibility for providing opportunities for clinical education students, student teachers, student administrators, practicum students, interns, and field-placement students to be placed within our district upon request from colleges and universities with approved certification programs in education.

(b) Clinical students education, student teachers, student administrators, practicum students, interns, and field-placement students shall not be assigned to buildings in which their spouses, significant others, domestic partners, or dependents are otherwise assigned.

(c) Clinical students education, student teaching, placement of student administrators, practicum students, interns, and field placement are done on a credit basis through an arrangement between the student and the college or university. ~~Consequently, clinical education, student teachers, student administrators, or field-placement students shall not be on the payroll of the Milwaukee Public Schools at any time during which credits are being earned.~~

(d) Staff members of the Milwaukee Public Schools who are ~~enrolled in~~, clinical students education or are student teachers, student administrators, practicum students, interns, or field-placement students may, upon agreement with the college or university involved, fulfill this requirement ~~by taking a personal leave of absence for the period of time~~ while working in their current position. Employees that need to complete the requirements may work in their current position to satisfy required hours unless a reassignment is required in order to meet program licensing requirements. ~~during which the credits shall be earned.~~ ~~The procedure for getting an approved personal leave is as follows:~~

- ~~1. The employee must submit the Request for Study Leave to the Benefits Office of the Office of Human Resources.~~
- ~~2. Upon approval, the Benefits Office of the Office of Human Resources shall provide the policy regarding leaves of absence for the employee's review and reference.~~
- ~~3. The unpaid leave will impact on the employee's Board paid benefits status.~~
- ~~4. The employee shall be off the payroll, and any fringe benefits which the employee may wish to continue may be purchased through direct payment to the Benefits Office of the Office of Human Resources.~~

(e) Monetary stipends from the college or university for placement of students shall be given to the Milwaukee Public Schools Foundation.

**(2) STUDENT TEACHING, STUDENT ADMINISTRATOR, AND FIELD-PLACEMENT PROCESS**

(a) When a college or university wishes to place students with MPS, the college/university must contact the Department of Procurement and Risk Management. The college/university must sign the Global Agreement between the Milwaukee Board of School Directors (MBSD) and the colleges/universities for conducting clinical education and/or field placement/student teacher programs. This signed agreement is reviewed by the Department of Procurement and

~~Risk Management the Benefits Office of the Office of Human Resources. The MPS Benefits Office of Human Resources~~ The Department of Procurement and Risk Management sends the signed agreement to the MPS's Superintendent for approval and signature.

(b) Upon the approval of the Global Agreement the college or university then submits the criminal background check student's application for Participation in a Clinical students, Education, student teaching, student administrator, practicum students, interns, or field-placement students Program to the Classified Staffing Office of Human Resources for processing.

(c) The MPS ~~Classified Staffing~~ Office of Human Resources will notify the college or university of the approval or non-approval of the student.

(d) If the ~~student request for placement~~ has been approved, the Office of Human Resources will forward it ~~district sends the request for placement to the~~ Division of Induction and Support. ~~MPS principal or school leader.~~

(e) The principal or school leader will submit a list of recommended cooperating teachers to the Division of Induction and Supports who will match approved requests for placement with approved cooperating teachers. ~~contacts the potential MPS cooperating teacher for acceptance of student.~~

(f) ~~The MPS principal or school leader sends acceptance of student placement to the Office of Human Resources.~~

(g) The Division of Induction and Supports ~~Human Resources~~ will contacts the college or university with approval of request for student placement.

(h) Once the process is completed, the college or university then may work directly with the ~~MPS~~ principal or school leader and cooperating teacher where the student(s) have been placed.

### **(3) CLINICAL EDUCATION PLACEMENT PROCESS**

*The process outlined below is for school counselors, school nurses, occupational therapists, physical therapists, speech language pathologist, school psychologists, and school social workers.*

(a) When a college or university wishes to place students with MPS, the college/university must contact the Department of Procurement and Risk Management. ~~The college or university requests the Milwaukee Board of School Directors Agreement from MPS Office of Human Resources.~~

(b) The Office of Procurement and Risk Management sends the Global Agreement between the Milwaukee Board of School Directors (MBSD) and the college/university for conducting clinical education for signature. ~~The MPS Office of Procurement and Risk Management Human Resources sends the Milwaukee Board of School Directors Agreement to the college or university.~~ Once signed, the agreement is returned to the district for the Superintendent's approval and signature.

(c) The MPS Office of Procurement and Risk Management ~~Human Resources~~ notifies the college or university and the MPS Program Coordinator that the agreement is in place.

(d) The college or university contacts the MPS Pre-Service and Licensing Coordinator to request a student placement.

(e) ~~The MPS Pre-Service and Licensing Coordinator Program Coordinator~~ conducts an interview or uses the program selection process to select the student.

(f) Upon the approval of the Global Agreement the college or university then submits the criminal background check student's application for Participation in a Clinical students, Education, student teaching, student administrator, practicum students, interns, or field placement students Program to the Classified Staffing Office of Human Resources for processing.

The MPS Pre-Service and Licensing Coordinator Program Coordinator sends the student's application for Participation in a Clinical students Education, Student Teaching, Student Administrator, practicum students, interns, or Field Placement students Program to the MPS Classified Staffing Office of Human Resources for a background check.

(g) The MPS Classified Staffing Office of Human Resources notifies the MPS Pre-Service and Licensing Coordinator of the approval or non-approval of the student

(h) If approved, the MPS Pre-Service and Licensing Coordinator Program Coordinator notifies the college or university of the student's approval and assigns a clinical instructor to the student.

(i) The MPS Pre-Service and Licensing Coordinator Program Coordinator notifies the Office of Human Resources and the school principal or school leader of the placement.

**History:** Codified 1978; revised 1982, 3-26-86, 1-13-88, 2-22-95, 12-16-10  
**Previous Coding:** Admin. Policy LEA, prior to May 1995; Admin. Policy 12.02, May 1995-August 1996  
**Cross Ref.:** Admin. Policy 2.15: Research and Survey Proposals

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