

WIP Internship Request Process

The on-line Wisconsin Improvement Program Internship Request function is available to designated personnel of school districts, CESAs, and private schools which have been assigned a password by the DPI.

Please Note: Submitting an intern request does **not** obligate a school district to host an intern. However, if you want the option of hosting an intern, you must submit an intern request in a timely manner.

More than one intern and/or more than one semester may be covered by one "internship request" if the design of the internship is consistent. For example, a school may request two fall semester interns and two spring semester interns in just one on-line internship request submission if the design of all four internships is the same.

To complete the entire internship request process, you need all of the following:

- Password assigned to the school of the internship (available from your district office)
- Name, Job Title, Phone and E-mail of the district's primary contact person
- Name and information for the cooperating teacher(s). (The cooperating teacher must be appropriately licensed, have three or more years of teaching experience with at least one year teaching with your district, and have completed training in supervision of student teachers/interns.)
- Complete details regarding the internship(s) including subjects and grade levels to be taught, hours to be spent teaching/observing/team teaching, etc. and a description of the intern's schedule over the entire semester.
- A paper copy of the Signature Page (produced at the end of the on-line process). The Signature Page, with original signatures, must be mailed to the WIP Director at DPI.
- **NOTE:** If the intern request is not completed, it will not be approved. Further, if the intern request is not completely submitted (including mailing the signature page), the request will be deleted from the system 30 days after the request was entered.

You may log in at any time to view your submitted internship request(s) and their approval status. **Note:** An Internship Request that has been submitted, but not yet approved, can be viewed only by the submitting district and the WIP Director.

After receiving the Signature Page (with all necessary signatures), the WIP Director:

- will review the school district's electronically submitted Internship Request and either approve the request or contact your school district to obtain more information.
- may require modifications to the request before it can be approved. **NOTE:** The Internship Request will only be approved if the cumulative teaching schedule of the

intern over the entire semester is no more than 50% of a full-time teacher's schedule in your school district.

- will add the status ("Approved" or "Approved with Modifications") to the on-line internship request.

Note: Approved internship requests may be viewed by campuses and by intern candidates.

- All campuses can view the Internship Request on-line (preferred campuses are noted).
- If campuses determine that they have any intern candidate(s) for your school's placement, they will contact your school district.
- After an intern has been selected, he or she will also be able to view the Internship Request as part of the on-line intern license application.