

## **WIP - INTERNSHIP RIGHTS AND RESPONSIBILITIES**

### **ABOUT YOUR INTERN LICENSE**

To verify that your on-line license application was received and is being processed, you can use the DPI Educator License Lookup at: <http://tepdli.dpi.wi.gov/licensing/license-lookup>. Please allow up to 4 weeks for processing of your application. After your intern license has been issued, the license database query will show the effective dates of your license. At that time, print a copy of the license query results for your records since no paper license certificate is produced.

**NOTE:** Issuance or renewal of any license or permit by DPI is conditional pending the receipt of a satisfactory background investigation. (Sec. 118.19(10)(e), Wis. Stats.) You will be notified if the department determines that the result of the background investigation is unsatisfactory. All information received from the Federal Bureau of Investigation and the Wisconsin Department of Justice as part of a background check, remains confidential. (Sec. 118.19(10)(f), Wis. Stats.)

### **THINGS TO DO BEFORE YOUR INTERNSHIP BEGINS**

- Contact the school to discuss details of the placement.
- Make arrangements with the principal to visit your assigned school before your starting date.
- Give some thought to your professional development needs (see Professional Development information below) and discuss this with the principal/cooperating teacher.
- Carefully review the Internship Agreement that you are provided (see Rights and Responsibilities information below).
- Verify that your intern license has been issued using the license database query (web address at top of page).
- Attend any scheduled orientation conferences for interns and cooperating teachers at the school district of internship and the college/university.

### **YOUR RIGHTS DURING THE INTERNSHIP:**

- Your assignment can be no more than 50% of the workload of a full-time teacher in that school district.
- You are not to function as a substitute teacher.
- The intern stipend is \$4,500 for the semester.
- Be sure that all provisions for sick days, emergency leave and other necessary absences are clear to you.

## **RESPONSIBILITIES DURING THE INTERNSHIP**

- It is your responsibility to complete instructional duties as assigned in a professional manner.
- It is the principal's responsibility to ensure that you have adequate time each day to confer with your cooperating teacher for planning, observing, and evaluating.
- It is the cooperating teacher's responsibility to provide day-to-day guidance for you to receive an experience that will include the teaching activities needed to meet the requirements for your certification area.
- More information about internship responsibilities and roles is available in: <http://tepd.dpi.wi.gov/wip/wip>
- If you have problems during your internship, contact your college's WIP coordinator and/or the DPI's WIP Director.

## **PROFESSIONAL DEVELOPMENT DURING YOUR INTERNSHIP**

- Explore possible professional development opportunities with your principal and/or cooperating teacher.
- There is \$225 per intern per semester available to the school district for professional development programs. These funds may be made available to you, to your cooperating teacher, or to the district (for district-wide programs).
- WIP Professional Development Guidelines may be found in the WIP Handbook available at <http://tepd.dpi.wi.gov/wip/wip>

We believe you will find your intern assignment suited to your needs and interests, and that it will give you the stimulus and assistance necessary for a successful and rewarding teaching experience.