



**Date:** Friday, August 4, 2023

**To:** District Administrators, Principals, Deans and Director of Educator Preparation Programs

**From:** Jennifer Kammerud, Director  
Licensing, Educator Advancement and Development (LEAD) Team

**Subject:** Important Dates and Virtual Drop-In Sessions for the Wisconsin Improvement Program

The Department of Public Instruction (DPI) oversees the state teacher internship program, also known as the [Wisconsin Improvement Program \(WIP\)](#). This fall the LEAD Team is pleased to announce a new system to process internship requests and offer virtual support sessions.

Through the WIP, the DPI pairs eligible student interns with experienced cooperating teachers in semester-long clinical experiences. WIP Interns are highly qualified pre-service teachers enrolled in one of Wisconsin's Educator Preparation Programs who want to complete an internship instead of the traditional student teaching experience. An internship is different from student teaching in that the intern is licensed by DPI and may lead a class independently up to 50 percent of their time. The WIP program also offers school districts deeper partnerships with educator preparation programs and opportunities to attract an educator to the school district.

New this year is a streamlined application system that features a customized online portal to view and submit intern requests and uses electronic signature requests through DocuSign. As a result of this change, please be aware of the following important dates:

- The existing application portal will close on August 13, 2023 for all in progress requests.
- The new portal for Spring 2024 intern requests is expected to be available on August 24, 2023.
- Instructions for school districts on how to gain access to the new portal along with a quick start guide will be posted on the [DPI website](#) on Monday, August 7.

Virtual drop-in sessions will be available to you if you are interested in learning more about the [Wisconsin Improvement Program](#), have questions about the intern request process, or needs assistance navigating through the new online portal. Virtual drop-in sessions are available on the dates listed below.

*Drop-in sessions are being held on the following Tuesdays:*

- 8:30am-9:30am – Tuesday, September 5, 2023
- 8:30am-9:30am – Tuesday, October 3, 2023
- 8:30am-9:30am – Tuesday, November 7, 2023

Use the following Microsoft Teams link to attend the Tuesday virtual drop-in sessions:

*Join on your computer, mobile app or room device*

[Click here to join the meeting](#)

Meeting ID: 219 533 255 801

Passcode: n8SDQf

[Download Teams](#) | [Join on the web](#)

*Or call in (audio only)*

[+1 608-620-9781,,486323797#](#) United States, Madison

Phone Conference ID: 486 323 797#

[Find a local number](#) | [Reset PIN](#)

*Drop-in sessions are being held on the following Thursdays:*

- 1:00pm-2:00pm – Thursday, August 17, 2023\*\*\*
- 1:00pm-2:00pm – Thursday, September 21, 2023
- 1:00pm-2:00pm – Thursday, October 19, 2023
- 1:00pm-2:00pm – Thursday, November 16, 2023

\*\*\*A preview of the new portal to submit internship requests will not be available on August 17 due to the system changeover.

Use the following Microsoft Teams link to attend the Thursday virtual drop-in sessions:

*Join on your computer, mobile app or room device*

[Click here to join the meeting](#)

Meeting ID: 264 972 862 239

Passcode: muRHjA

[Download Teams](#) | [Join on the web](#)

*Or call in (audio only)*

[+1 608-620-9781,,195686925#](#) United States, Madison

Phone Conference ID: 195 686 925#

[Find a local number](#) | [Reset PIN](#)

If you would like individual assistance or have a specific question regarding WIP, you may also reach out to Beth Vander Grinten, Education Consultant, through the [licensing online helpdesk](#).