

TUITION REIMBURSEMENT- Practicum & Internships

Culpeper County Public Schools recognizes the need to provide or help in providing tuition assistance for field experience requirements of certain programs in which their employees are enrolled. Typically, there are two on-the-job field experiences that will be covered under this regulation: Practicum and Internship

1. A practicum is typically unpaid during the school year or compensated hourly. It requires prior approval by the principal and human resources director.
2. An internship is a salaried position and requires school board approval. Requirements for approval are listed below.

Culpeper County Public Schools shall provide for field experience, otherwise known as practicum experience for employees under certain conditions.

These guidelines will be followed:

Culpeper County Public Schools will provide tuition reimbursement under guidelines of GCL-R2 for those employees chosen by the school division as determined by assessed needs and for specific instructional initiatives of the school system.

Generally, 4 practica will be provided each summer: 1 for high school administration, 1 for elementary administration, 1 for middle school administration for summer programs and 1 for summer enrichment programs. The intention of a practicum is to provide hours needed for the program/degree in which the employee is enrolled. Other practicum may be available as needs of the school system become apparent.

Internships will be approved as follows:

1. Preference may be given to full time tenured and fully licensed Culpeper County Public Schools employees.
2. The employee who has completed at least three years of an approved program.

The following criteria are non-negotiable for the purpose of this regulation:

1. Only after the employee applies and is approved through an interview process conducted by the human resource and instructional departments. The process will include at least 3 letters of reference, including one from the employee's department head or supervisor.
2. Only with letter of request from the college/university where the employee is enrolled in the above-named program.
3. An internship does not necessarily lead to an administrative position. An intern will go through the interview process for an administrator as outlined in Culpeper County Public Schools regulations on hiring.

Approved: May 2, 2006
