

## **Policy For Interns Attending Professional Conferences and Workshops**

### **Team Three**

Interns may be excused from their classrooms for a maximum of 2 days per year to attend professional conferences, with the joint approval of the Mentor Teacher and Field Instructor.

Interns will not be excused from the TE 801, 802, 803, 804 seminars for any conferences.

In addition to the two days allowed, interns may be excused from their classrooms to attend professional conferences in the following instances:

- If the Mentor Teacher invites the intern to attend a conference with her/him and the Field Instructor and Coordinator are informed in advance;
- If the intern is making a formal presentation at the conference and the Mentor Teacher, Field Instructor and Coordinator are informed in advance.

Interns should apply for approval to attend a conference two or three weeks in advance, using the form provided and turning it in to the Field Instructor.

Interns may attend all in-services, conferences or workshops in their school districts.

Interns should report on all conferences as directed by the Field Instructor in a written and/or oral report to other interns in the Guided Practice Seminar.

## **Request to Attend Professional Conferences and Workshops**

### **Team Three**

Conference Title and Sponsor:

Conference Date:

Conference Location:

Reason(s) for request:

Will you be attending with your Mentor Teacher?

Are you making a formal presentation at the conference? If so, what is the title of your presentation?

Intern Signature\_\_\_\_\_

Mentor Teacher Signature\_\_\_\_\_

Field Instructor Signature\_\_\_\_\_