The following statement of procedures and policy pertains to Emporia State University’s alternate route/restricted license interns. The following steps shall apply unless the alternate route program director or designee determines that an emergency situation exists at which time an intern may be immediately removed from an internship. Should an immediate removal from an internship be deemed necessary at any step of this procedure, the intern may file an appeal beginning at step 5.

1. Within a week of identified deficiencies or problems, the mentor teacher shall meet with the intern to discuss the deficiencies or problems in an attempt to resolve them and document the date of occurrence. **If this meeting does not occur, the intern will contact her/his education supervisor to determine a plan of action.**

2. For deficiencies or problems that continue, the mentor teacher, intern, and education and/or academic supervisors shall within two weeks of the date of occurrence documented in step 1 jointly detail in writing the intern’s deficiencies or problems, identify specific ways to remedy them, and specify a timeframe for improvement. The intern will be informed in writing that not meeting the expectations specified could result in early termination of his/her internship or an unsatisfactory grade. If this meeting does not occur, the intern will contact her/his education supervisor to determine a plan of action.

3. If deficiencies or problems are not resolved in accordance with the timeframe for improvement specified in step 2, the education supervisor will notify the alternate route program director or designee of the deficiencies or problems, and the director or designee will set up a joint meeting of the mentor teachers, intern, intern supervisor(s), and her/him to clarify the problem, mediate the positions of all parties, and identify resolutions that are acceptable to all parties. Following the meeting, a contract signed by all parties will specify the expectations of the intern and the timeframe for improvement, including a date by which expectations must be met.

4. On or before the date by which expectations must be met, as specified in the contract, the intern will be informed by the director or designee whether she/he will be allowed to continue or be withdrawn from the internship. If the intern is withdrawn from an internship, she/he will be given notification in writing as to the reasons for the withdrawal, date withdrawal is effective, and information regarding appeal procedures.

5. If the intern is withdrawn from his/her internship, then he/she may appeal the decision and requests that the Associate Dean of The Teachers College convene an Intern Retention Appeals Committee. The intern must submit his/her appeal in writing within three (3) days of the notice of withdrawal from an internship. The intern will not be allowed to continue an internship during the appeal process.

6. Within five (5) days of receiving the request for an appeal, the Associate Dean shall appoint members to an Intern Retention Appeals Committee and schedule a hearing.
7. The Intern Retention Committee shall be composed of the following five (5) voting members:
   • Two (2) school representatives
   • Academic area representative
   • Elementary or secondary education representative
   • ESU teacher education intern from the academic area if possible (appointed by the chair of the Academic area)

The Associate Dean of The Teachers College will convene the Intern Retention Committee and serve as a non-voting chair of the committee. A committee member may be replaced only if the intern can demonstrate a conflict of interest as judged by the Associate Dean of the Teachers College.

The Intern Retention Appeals Committee must meet within 10 business days of the date of the appeal.

8. For the purpose of answering any questions that might arise, the following persons should attend the meeting of the Intern Retention Appeals Committee:
   • Intern
   • Alternate Route Program Director or designee
   • Education Supervisor
   • Academic Supervisor (if applicable)
   • Mentor teachers

In the event one or more of the required members cannot attend, the Associate Dean of The Teachers College will approve a substitute.

Neither the University nor the intern may be represented by legal counsel at the meeting of the Intern Retention Appeals Committee. However, the intern may invite one additional person to attend.

9. The place of the hearing shall be determined by the College and shall be held at a location that is reasonably convenient for all parties involved.

10. The intern shall present his/her own case to the Intern Retention Appeals Committee.

11. Within 24 hours of the meeting, the Intern Retention Appeals Committee shall make one of the following decisions:

   (a) Uphold the decision to withdrawal the intern from his/her internship. If the committee’s decision is option (a), the intern may appeal to the Dean of the Teachers College and subsequently to the Vice President of Academic Affairs.

   (b) Reinstate the intern to his/her current internship. If the committee’s decision is option (b), the intern will return to his/her current placement at a time specified by the committee.

   (c) Permit the intern to complete the internship as stipulated in a written contract (e.g. redemption, lengthen time). If the committee’s decision is option (c), the intern must agree to the stipulations and fulfill them. The program director or designee, mentor teacher, and education and academic supervisors will determine if the conditions have been fulfilled by the intern. Failure on the part of the intern to meet the stipulations will result in a failing grade for the internship.

12. The intern shall be informed in writing of the findings and decision of the committee within 48 hours following the meeting of the Committee.
EMPORIA STATE UNIVERSITY
THE TEACHERS COLLEGE

I have read and understand the content of the document titled “Procedures of Appeal of Due Process for Early Termination of an Alternate Route/Restricted License Internship.”

__________________________________  __________________________
(signature of intern)                 (date)

__________________________________

(PRINT IN NAME AND ADDRESS ONLY)

Name _____________________________________________________________

Address __________________________________________________________

(street) (city) (state) (zip)

Intern ID# (E# please) ___________ ESU Intern Email Address ___________

Home Phone # ________________________ Cell Phone _______________________

H/TC/Common/AltRouteRestrictedProgInfo/AltRouteAppealProcedure