

### **Supervision of Student Teachers**

1. Application for placement for student teaching, practicum, or internship must be made to the department director.
2. The coordinator will assign the trainee to an appropriate supervisory staff member and site.
3. The director will notify Human Resource Services of the classroom assignment of any trainee, and of the satisfactory completion of the assignment.
4. Honoraria or stipends received by CESD from college or universities for CESD staff who have supervised trainees will be disbursed in agreement with the terms and conditions agreed to between CESD and the college or university and Chapter 244.