

JORDAN SCHOOL DISTRICT
 Human Resource Department
 Administrative Internship Request Form

Name: _____
 (Please print)

Home Address _____

Current Position: _____

City, State, Zip _____

Current Contract: Traditional / Year-round: _____ Track
 (Please circle one)

Home Phone: _____

Email Address: _____

Current School Location: _____

Administrative Certification Program: _____

Name of Intern Advisor: _____
 (Please print)

Administrative Internship Schedule:

*All administrative internship hours must be pre-approved by June LeMaster, Administrator, Human Resources and completed" off contract time or outside your regular school assignment," if you are a current employee of Jordan School District. **This does not include LPP Interns.***

Please circle the months below when you are available to complete your internship hours.

	2011						2012					
<u>Elementary:</u>	Aug.	Sept.,	Oct.,	Nov.,	Dec.,	Jan.,	Feb.,	Mar.,	Apr.,	May,	June	
<u>Secondary:</u>	Aug.	Sept.,	Oct.,	Nov.,	Dec.,	Jan.,	Feb.,	Mar.,	Apr.,	May,	June	
<u>Special Ed:</u>	Aug.	Sept.,	Oct.,	Nov.,	Dec.,	Jan.,	Feb.,	Mar.,	Apr.,	May,	June	

Administrative Internship Placement Preferences:

Elementary K-12 Feeder Systems:

___ Bingham ___ Riverton
 ___ Copper Hills ___ West Jordan
 ___ Herriman

Secondary K-12 Feeder Systems:

___ Bingham ___ Riverton
 ___ Copper Hills ___ West Jordan
 ___ Herriman

My signature below indicates that I understand my administrative internship hours must be pre-approved by June LeMaster, Administrator of Human Resources and I further agree to all administrative internship procedures and conditions of this internship.

Signature of Administrative Intern

Date

Signature of University Intern Advisor

Date

Please return this form to the Human Resource Department
 Attention: June LeMaster, Ph.D., Administrator, Human Resources