

JORDAN SCHOOL DISTRICT

Human Resource Department Administrative Internship Request Form

Name: _____ Home Address: _____

Current Position: _____ City, State, Zip: _____

Current Contract: Traditional/Year Round ___ Track Home Phone: _____
(Please Circle One) 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, Executive Director of 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 or those interns placed by and receiving pay through the district.

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

Elementary: Aug. Sept. Oct. Nov. Dec. Jan. Feb. Mar. Apr. May June July

Secondary: Aug. Sept. Oct. Nov. Dec. Jan. Feb. Mar. Apr. May June July

Special Ed: Aug. Sept. Oct. Nov. Dec. Jan. Feb. Mar. Apr. May June July

Administrative Internship Placement Preferences:

Elementary K-12 Feeder Systems:

Bingham Copper Hills
Riverton West Jordan

Secondary K-12 Feeder Systems:

Bingham Copper Hills
Riverton West Jordan

My signature below indicates that I understand my administrative internship hours must be pre-approved by June LeMaster, Executive Director 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, Executive Director**