



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: STUDENT TEACHER PLACEMENT OR INTERNSHIP AT MATC	Code: EE0140
Policy Reference: N/A	

MATC is interested in cooperating with other educational institutions to provide student teacher placement or internship at MATC.

1. When a request comes in, it should be referred to the VP and Divisional Leader.
2. The VP will work with the Divisional Leader and the person making the request in order to make it as specific as possible.
3. The dean will prepare a report in the form of a recommendation covering:
 - a. The exact teaching and/or work assignment.
 - b. The supervisory assignment.
 - c. The recommendation for a contract and monetary consideration, if any, utilizing past practice information obtained from Human Resources and Legal Services.
4. This report shall be sent to the executive vice president for approval or disapproval.

Office of Responsibility: Executive Vice President
Last Reviewed: April 21, 2022