

**INTERNSHIP
WITHDRAWAL AND READMISSION PROCEDURES**

Rationale
Students withdraw from the Internship for various reasons. Some of the reasons include health, personal or family concerns, oral and written language proficiency, field experiences, academic performance, change of professional goals, or disciplinary actions. Withdrawal can occur at any time during the Internship. Some students, who withdraw, later request readmission. Depending upon the student's reason, either the student or the Florida State College at Jacksonville's School of Education can initiate the withdrawal process. The Dean's administrative staff may also initiate a withdrawal.
Purpose
To provide the Florida State College at Jacksonville's School of Education with information about Internship withdrawal and readmission procedures.
Withdrawal from the Internship
The following procedures are intended to provide guidance to Instructional Program Manager (IPM) and Dean of Education's staff when recommending that a student withdraw from the Internship or when approving a student-initiated request to withdraw from the Internship.
<i>Procedures for Cooperating Teacher-Initiated Withdrawal</i>
<ol style="list-style-type: none"> 1. The Internship Exit Referral Form (attached), along with the student's supporting documentation, should be filled out by the FSCJ Instructor and sent to the IPM. 2. The IPM and advisor meet with the student to discuss the withdrawal request. 3. The Exit Review Committee (see section below) meets to discuss the withdrawal request and the supporting documentation. 4. The Exit Review Committee Chair informs the student of the Committee's decision and sends a confirmation letter to the student. A copy of this letter is placed in the student's file in the Dean of Education's Office, and a summary notation is made in the Internship database notes.
<i>Documentation Submitted by the FSCJ Instructor</i>
<ul style="list-style-type: none"> • Internship Exit Review Referral Form • Anecdotal notes from field observations, discussions, conferences, cohort classes, etc. • Intern Evaluation, if applicable
<i>Exit Review Committee Membership</i>
<ul style="list-style-type: none"> • Dean of Education, Chair • B.S. Instructional Program Manager • Florida State College at Jacksonville Internship Instructor • B.S. Early Childhood Education Advisor

Procedures for Student-Initiated Withdrawal

1. The Internship Exit Referral Form (attached) should be filled out by a member of the Dean's staff and sent to the Exit Review Committee Chair (with a copy sent to the IPM).
2. The member(s) of the Exit Review Committee meet(s) with the student to discuss the reason(s) for withdrawal. They advise the student about appropriate steps for leaving a school placement, i.e. reporting to coordinator and hosting teacher, etc., if applicable.
3. The decision(s) of the Exit Review Committee is (are) documented in the Internship Database notes .
4. If readmission is an option, conditions of readmission are discussed with the student and are documented in the same. If readmission is not an option, the student will be advised about other career-related opportunities.

Procedures for Florida State College at Jacksonville Staff-Initiated Withdrawal

1. The Internship Exit Referral Form (attached) should be filled out by a member of the Dean's staff and sent to the Exit Review Committee Chair (with a copy sent to the IPM).
2. The member(s) of the Exit Review Committee meet(s) with the student to discuss the reason(s) for withdrawal. They advise the student about appropriate steps for leaving a school placement, i.e. reporting to coordinator and hosting teacher, etc., if applicable.
3. If readmission is an option, conditions of readmission are discussed with the student. If readmission is not an option, the student will be advised about other career-related opportunities.
4. The Exit Review Committee informs the student of the committee's decision.

Internship Readmission

Procedures for readmission will begin in the School of Education.

Procedures

1. Student contacts his/her B.S. Early Childhood Education Advisor or the IPM.
2. The Exit Review Committee is convened to review the Exit Referral Form, the documentation for leaving the Internship, and any subsequent documentation. The Exit Review Committee discusses the student's readiness to return to the Internship based on evidence that demonstrates the student's resolution of the issues that motivated his/her withdrawal.
3. If readmission is approved, the B.S. Early Childhood Education Advisor or IPM contacts the student. In some cases, the student is placed on an Individualized Performance Plan (IPP).
4. If readmission is denied, the Exit Review Committee informs the student of the Committee's decision and sends a confirmation letter to the student. A copy of this letter is placed in a file in the Dean of Education's Office.

Follow-up (if applicable)

1. B.S. Early Childhood Education Advisor monitors the student's IPP and regularly informs IPM of the student's progress.
2. B.S. Early Childhood Education Advisor turns in a signed IPP to the IPM after the conditions are met.
3. If the conditions are not met, the B.S. Early Childhood Education Advisor contacts the Exit Review Committee Chair to set up another Exit Review Committee meeting.

INTERNSHIP EXIT REVIEW REFERRAL FORM
Florida State College at Jacksonville Staff-Initiated

When a Dean's administrative staff member recommends a student's withdrawal from the Internship, supporting documentation must accompany this form.

Date	
Student Name	
Person Referring	
Student's Advisor	
Has student seen an advisor about an alternate plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No

State the reason(s) for recommending the student's withdrawal from the Internship.
List and attach all supporting documentation (see withdrawal documentation section above).
Describe your expectations for the student prior to returning to the Internship (if returning). If not permitted to return, how is the student informed?

INTERNSHIP EXIT REVIEW REFERRAL FORM
Cooperating Teacher or Student-Initiated

When a Cooperating Teacher recommends a student's withdrawal from the Internship, supporting documentation must accompany this form. When a student initiates withdrawal from the Internship, this form must be completed by a member of the Dean of Education's staff and submitted to the Exit Review Committee Chair.

Date	
Student Name	
Student's Advisor	
Has student seen an advisor about an alternate plan?	_____ Yes _____ No

State the reason(s) for recommending the student's withdrawal from the Internship.

List and attach all supporting documentation (see withdrawal documentation section above).

Cooperating Teacher: Describe the outcome of the student's Individualized Performance Plan (if any), and attach a copy.

Cooperating Teacher: Describe your expectations for the student prior to returning to the Internship (if returning). If not permitted to return, how will the student be informed?

COMMITTEE DECISION

Committee Meeting Date	
Committee Members Present	
Committee's Decision	

Student Response
Student Signature: