



TRI-TOWN SCHOOL UNION
Office of the Superintendent
28 Middleton Road
Boxford, MA 01921

APPLICATION FOR INTERNSHIP/ PRACTICUM
(Topsfield, Boxford & Middleton Elementary Schools PK-6)

Name _____

Street Address _____ City/Town/Zip _____

Telephone Number _____ Sponsoring Institution: _____

Email _____

Please circle the town(s) you would like to intern in:

Topsfield (8:45 – 3:10)

Boxford (8:40 – 3:10)

Middleton (8:45 – 3:00)

Desired Start/End Dates of Internship/ Practicum _____

Number of hours per week/ per Internship/Practicum that are required: _____

Please circle grade levels you would like to intern with: PK K 1 2 3 4 5 6

Please circle your subject area of focus: CLASSROOM TEACHING, EARLY CHILDHOOD EDUCATION (PK-2), ENGLISH LANGUAGE ARTS MATHEMATICS, SCIENCE, SOCIAL STUDIES, ART, MUSIC, PHYSICAL EDUCATION, TECHNOLOGY INTEGRATION, PSYCHOLOGY, ELEMENTARY GUIDANCE COUNSELING, SPECIAL EDUCATION, SPEECH AND LANGUAGE PATHOLOGY, OCCUPATIONAL THERAPY, PHYSICAL THERAPY, ENGLISH SECOND LANGUAGE, READING, FOREIGN LANGUAGE

Please indicate the DESE licensure this internship/practicum is to satisfy:

_____ I am a high school senior and this internship will satisfy a community service requirement.

Please write a brief description of what you hope to achieve through this internship. (attach additional explanation as needed.)

COURSE WORK THAT HAS PREPARED YOU FOR THIS INTERNSHIP

Dates	Course Name	School	Key Content
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

WORK EXPERIENCE

Date	Nature of Work	Company/Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attendance: Daily attendance is expected according to the school in which you will be working. It is expected that you will be punctual and plan to stay for the total hours agreed upon each day.

Dress Code: Business casual dress is required- this is a professional environment; attire one would wear to an informal gathering is inappropriate for the school setting; please dress accordingly, including appropriate footwear for standing and moving quickly and safely about the building/campus. Please understand that you may be asked to accompany students onto the playground in a variety of weather conditions and actively engage with students to facilitate play.

Social Media: It is understood that many interns will have a presence on various social media platforms. It is expected that interns will make **NO** reference to your work in our schools on such media. As this is a professional relationship you will be entering with our schools, it is inappropriate to ‘friend’ students during or after your internship.

Cell phones/Hand-held devices: Use of cell phones for texting or phone calls while in the presence of students on campus is strictly forbidden. Cell phones should be turned OFF during the school day and may only be used during scheduled breaks.

Pictures/Video: The photographing or the use of video is limited by School Committee Policy. Should you need to take pictures or video as part of your assignments, you must obtain approval from the Building Principal in advance. Pictures of your work with students may never be posted on social media sites.

Computers are reserved for instructional use.

Lunch: You are welcome to purchase school lunch or to bring your own lunch to school. Use of the Teachers’ Room is permitted for lunch and scheduled breaks when appropriate.

PLEASE NOTE: A COPY OF YOUR SPONSORING INSTITUTION’S HANDBOOK WHICH CLEARLY EXPLAINS THE EXPECTATIONS YOU ARE TO COMPLETE MUST BE ATTACHED TO THIS APPLICATION.

Please complete the following documents which are attached:

☐ Confidentiality statement

☐ CORI form

The CORI form must be done in person and you will need to bring your driver's license or other government photo ID

SIGNATURE

DATE

Revised April, 2025