

College & University Student Interns Preparing for Field Experiences in MCPS



Our students are ready to be inspired by you!

Welcome to MCPS!



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We are delighted to welcome you to Montgomery County Public Schools. The mission of MCPS is to ensure every student has the academic, creative problem solving, and social emotional skills to be successful in college, career, and community, regardless of background.

By completing your field experience in MCPS, you will be a part of our school communities. Your work will play an integral part in supporting student growth. Together, we can continue to build a brighter future and advance the quality of the teaching and related services professions.

I hope your experiences in MCPS are engaging and rewarding. Welcome to MCPS!

The ABCs of Field Experiences in MCPS

Use of a laptop or desktop computer is recommended rather than a mobile phone.

Providing a safe and welcoming learning environment is essential to student success. An important step to providing this environment is to ensure that the adults in our schools are ethical, responsible, and meet our high expectations for professionalism.

Set aside appropriate time to review and complete the required actions to prepare for your field experience in MCPS.

ABCs of Field Experiences in MCPS



Apply

Create a profile and apply to the field experience each semester.



Background Screening

Schedule an appointment to complete the required fingerprint and CPS review.



Compliance

Prior to reporting to MCPS schools, complete the annual compliance modules.



Clearance Verification

Once MCPS reviews your background information, you'll receive a clearance verification via email. You're all set to begin the field experience!



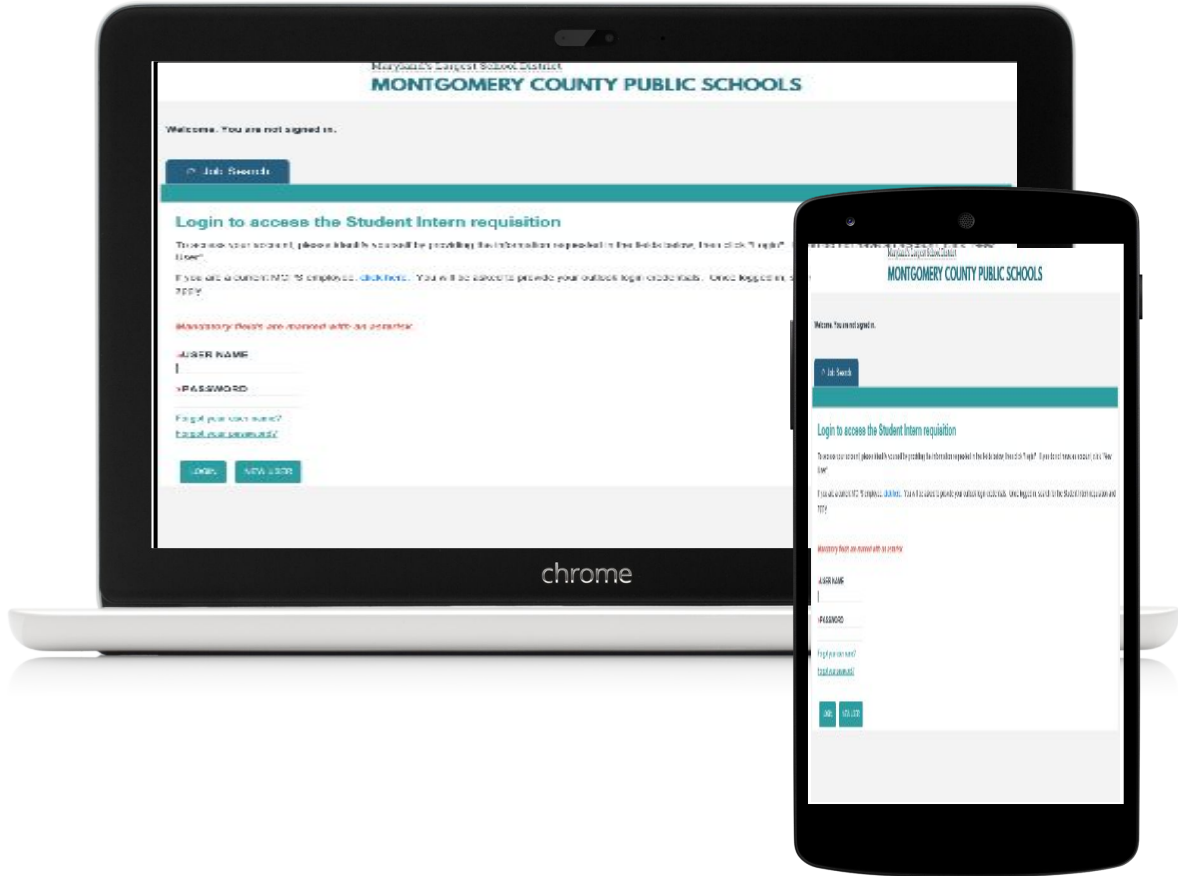
It is very important to carefully review the directions in order to avoid delays with the background screening verification process.

Step 1

Apply Online to MCPS

Apply for a Field Experience in MCPS

All college and university student interns, including employees completing field experiences, **must** apply online.



Apply to **ONLY** one for Fall 2024

Fall 2024 Student Teaching Internships are for the following interns:

- Full Year Internship - *Anticipated Fall/Summer 2024 Graduate*
- School Counseling, Speech, OT/PT, Social Work
- BSU or UMBC *Phase II*
- MCPS Partnerships: UMD CITE, NDM CAUS or ACT, MC ACET, JHU SET-IT, UMGC MAT, TU MAT in SPED

or

Fall 2024 Early Field Experiences are for the following interns:

- Freshman, sophomore, or junior in an educator preparation program
- Completing 3-45 hours of observations for a course/program
- BSU or UMBC Phase I
- Montgomery College Field Experience

*****If you are uncertain if you are completing a internship or early field experience, contact your college/university coordinator for additional information before you apply.*****

Step 1: Apply Online

Returning College/University Interns

Update your profile information--especially your contact information.

Did you forget your password? You can reset your password.

Refrain from creating a new profile if you already have an existing profile. Having multiple profiles may delay your clearance.

Do not skip the Apply action.

New to MCPS

If this is your first time completing a field experience in MCPS, you **MUST** to create an MCPS profile so that we can learn information about you.

Do not skip the Apply action.

MCPS Employee

Current MCPS Employee? Login to MCPS Careers using your MCPS employee username and password.

You will need to search *by using a unique number.*

Do not skip the Apply action.

Fall 2024 Student Teaching Internship

- Full Year Internship - Anticipated Fall/Summer 2024 Graduate
- School Counseling, Speech, OT/PT, Social Work
- BSU or UMBC Phase II
- MCPS Partnerships: UMD CITE, NDM CAUS or ACT
- MC ACET, JHU SET-IT, UMGC MAT, TU MAT in SPED

[CLICK HERE](#)

Fall 2024 Early Field Experience

- Freshman, sophomore, or junior in an educator preparation program
- Completing 3-45 hours of observations for a course/program
- BSU or UMBC Phase I

[CLICK HERE](#)

MCPS Employees:

- Login into [MCPS Careers](#) with employee username and password
- Search using the unique code

Fall 2024 Student Internship
24002FS

Fall 2024 Early Field Experience
24002FT

Step 2

Background Screening Process in MCPS



Remember to *apply online* for the field experience **before** reporting to your background screening appointment.

Background Screening in MCPS

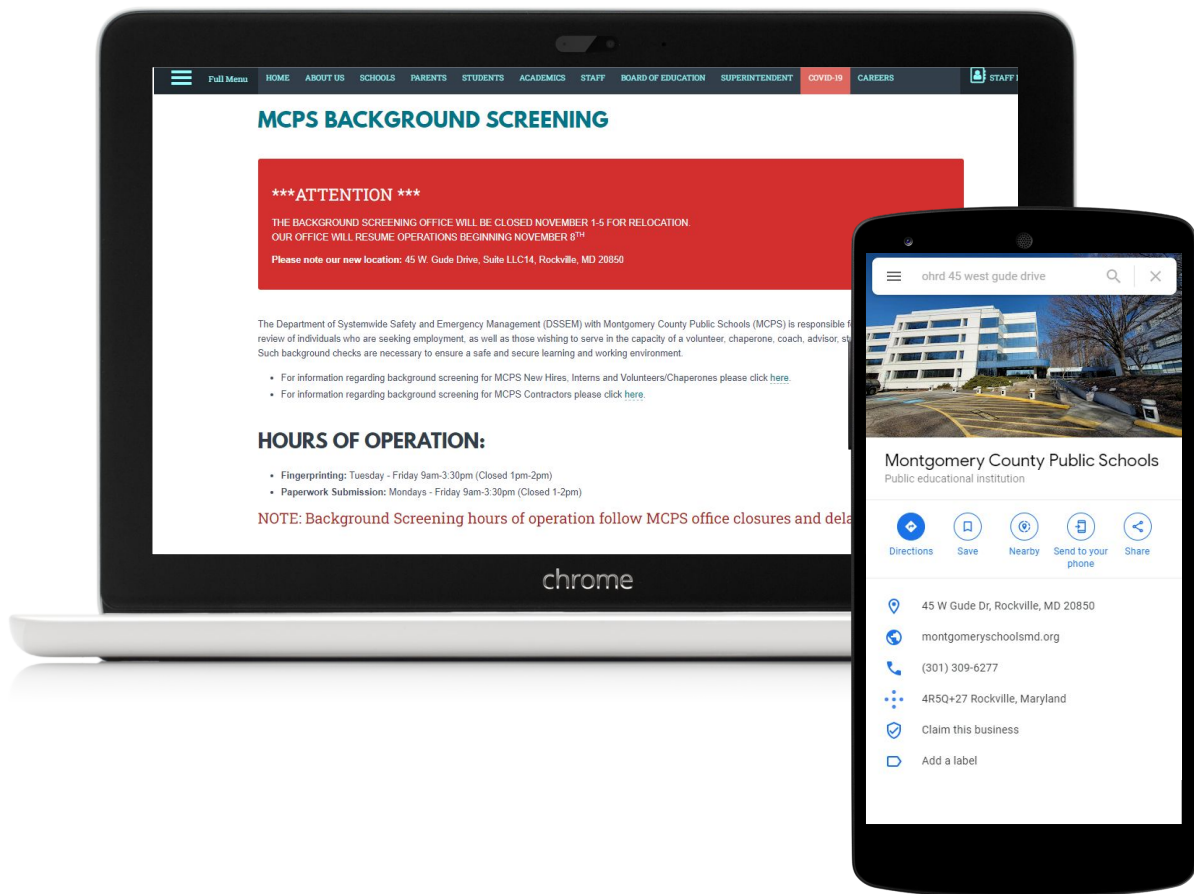
The background screening process in MCPS is an *in-person process*.

Location:

MCPS OHRD
45 W. Gude Drive,
Suite LLC14 (lower level)
Rockville, MD 20850



[Need Directions](#)



Background Screening Process in MCPS

Returning College/University Interns

If MCPS verified your fingerprint and CPS results **since** 2019, you are not required to be re-fingerprinted.

If you were fingerprinted in MCPS **prior to** 2019, you should plan to be re-fingerprinted to update your background information.

New to MCPS

Schedule and complete the Fingerprint Review.

College/University student interns should complete the background screening in Montgomery County for all field experiences.

MCPS now offers alternative sites and out-of-state options for background screening; however, it is **strongly recommended** that interns complete the background screening process, **in-person**, at the 45 West Gude Drive Office to avoid delays in the verification process.

MCPS Employee

If you are a **current** MCPS employee, your fingerprint review and CPS review information can often be verified using your employment records.

You may be notified to update fingerprint and CPS information as needed.

If you recently resigned from MCPS, you may be required to be re-fingerprinted for field experiences.

MCPS Background Screening for College/University Interns



Plan ahead when scheduling the fingerprint appointment. Arrive to the appointment with the required documents.

Fees:

- There is a fingerprinting fee of **\$62.50(credit/debit card payment only)**.
- Payment is due at the time of your Background Screening appointment and is non-refundable.

Required Documents:

Bring the following required documents at time of service:

- 2 forms of current government issued identification (i.e. Driver's License, Social Security Card, Birth Certificate, valid Passport)
- Complete the [Fingerprinting Information Packet](#) (typed or handwritten)

Review [this handout](#) for more information.

Step 3

Compliance Modules

Required Annually in MCPS

Compliance Modules - An MCPS Annual Requirement

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The completion of the Compliance Modules is an annual action for **all individuals** in the school system including college and university interns.

The compliance modules establish the expectations for creating a safe and respectful school environment.



Compliance Modules

Returning University Intern

ALL returning college/university interns MUST complete the required compliance modules each school year. Compliance modules can be completed electronically.

New to MCPS

ALL new college/university interns completing field experiences in MCPS MUST complete the required compliance modules each school year. Compliance modules can be completed electronically.

MCPS Employee

MCPS employees, who are also college/university student interns, MUST complete the required compliance modules each school year.

Employees should access the required compliance modules by following the district directions using their employee credentials.

MCPS Compliance Modules

after July 1, 2024



The link for the compliance modules will become active *after* July 1, 2024. Set a calendar reminder for this required action!

Click [HERE](#) for the directions to access the MCPS 2024-2025 Compliance Modules

[Support Guide](#)

What Happens Next?

MCPS will verify the completion of the:

- fingerprint review
- CPS review
- completion of the compliance modules.

This verification process may take 7-10 days. A verification certificate will be sent to you via email.

Check your inbox and spam folders for the MCPS Verification Certificate.

You should:

- ✓ provide a copy of the verification certificate to school personnel on your scheduled first day.
- ✓ notify your university coordinator/supervisor that you have received your verification certificate and have been cleared to begin your field experience.
- ✓ save and organize all copies of the background clearance documents for your records.

MCPS Background Clearance Verification

MCPS Background Clearance Verification

Jane Smith
for
Student Teaching Internship

The Montgomery County Schools Office of Human Resources and Development verifies that Jane Smith has successfully completed the required background clearance process for college and university interns for the 2020-2021 school year.

Provide a copy of this clearance verification to school personnel on your scheduled first day.

Retain a copy for your records.



Department of Public Safety and Correctional Services

208872000257-3

Information Technology and Communications Division
Lamy Hogan, Director
Information System - Central Repository
2708 - Pikesville, Maryland - 21282-2708
784-4301 - Toll Free: 1-888-792-0011
www.dpscs.maryland.gov

Boyd K. Rutherford, Governor
Robert L. Green, Secretary

Received: 01/08/2020
Reference:

NAME:
Sex: M Race: W Date of Birth: 03/14

No criminal history was found under the Maryland statute or regulation authorizing you to receive the information.

A fingerprint supported national criminal history record check has been initiated. The results of that investigation will be sent to the requesting agency only.

The Maryland Criminal Justice Information System is operated under the authority of the Secretary of the Department of Public Safety and Correctional Services and may not contain data prior to 1978.

Donna Rowlette

Donna Rowlette, Director
Criminal Justice Information System
Central Repository

MD-PS-2008-10072000257-3



This is **NOT** an MCPS Clearance Verification.
This is fingerprint information for your records.

MCPS Emergency Preparedness Information

ARE YOU READY?

EMERGENCY
PREPAREDNESS

Please review the following documents so you are of MCPS protocols and procedures in case of emergency:

- [Emergency Preparedness Quick Guide Google Folder \(multiple languages\)](#)
- [Safe Schools Flyers \(multiple languages\)](#)
- [Emergency Preparedness Spring Refresher for Staff and Students](#)

For more information, visit our Department of Systemwide Safety and Security Management website:

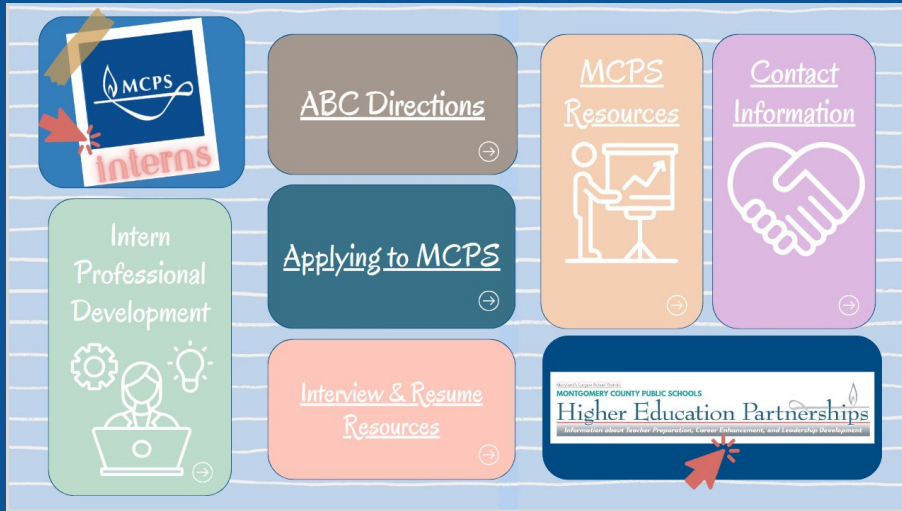
<https://www.montgomeryschoolsmd.org/departments/security/>

MCPS Intern Canvas Page

Join today!



<https://bit.ly/mcpsintern25>



This will be your main resource for information especially for MCPS Interns!

Welcome to MCPS!

Check Out These Resources



Equity Matters!

Explore past issues of the *Equity Matters!* newsletter produced by the MCPS Equity Initiatives Unit.



Social Media

Review best practices to help you engage responsibly when you participate in social media activity during the internship.



Mindful Moments

View a video series of the *Be Well 365 Initiative*, introduction to mindfulness, awareness of stress, and cultivating positivity.



Substitute Teaching

Apply to be a substitute teacher. With approval from the university, interns may be eligible to work during winter break, prior to, or upon completion of the internship.