



COOK COUNTY SCHOOL DISTRICT 130

District Office

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Procedure for Requesting Approval to Participate in Internships and Action Research

Employees wishing to participate in internships and action research related to graduate level coursework must submit the following information in a formal letter to the Superintendent of Schools. Employees are encouraged to enroll in programs at universities that are accredited by the Council for the Accreditation of Educator Preparation (CAEP), the National Council for Accreditation for Teacher Education (NCATE), or the Teacher Education Accreditation Council (TEAC). The Superintendent will review and submit the employee's request to the Board of Education for final approval. Employees are expected to submit their requests prior to starting their internship or action research project.

1. The name of the university and a description of the course and program related to your internship or action research project.
2. A description of the work you will be doing as part of your internship, including the administrator, school and/or department you will be working with.
3. The duration of your internship.
4. Indicate if you will be using student data, describe the data you will be collecting, and your methods for collecting the data.
5. If applicable, provide a sample of the parent permission slip for student participation and/or use of student data.
6. Provide a site agreement that will be signed by the administrator(s) that has agreed to work with you during your internship or action research project. (A site agreement is typically provided by the university and can be attached to your letter to the Superintendent.)