Cannon-Clary College of Education
Absentee Policy for Internship II

1. No unexcused absences are permitted during Internship II. Any unexcused absence will result in suspension from Internship II. Appeals may be made to the College of Education Attendance Committee. If an appeal is made, the intern must continue in Internship II until the appeal is heard.

2. The professional studies component of the Teacher Education Program shall include direct, substantial, quality participation in Internship II for 18 complete weeks for Birth to Kindergarten/Early Childhood/Elementary/Middle Level/Secondary.

3. Interns are expected to be present each day at their teaching assignment for the duration of Internship II. A request for an excused absence must be submitted in writing to the Director of Professional Field Experiences in advance and approved by the Director of Professional Field Experiences.

*One of the three excused absences may be reserved for a job interview, leaving two excused absences for illness or emergencies.*

In case of illness or other emergencies:

1. Call 501-279-4050 (Teacher Education Office) and leave a voice mail (day or night)
2. Notify your Cooperating Teacher
3. Notify your University Supervisor

Updated 9/2016