

Aspiring Staff Internship

The Staffing Committee oversees all aspects of the internship:

1. People inquiring about the internship will receive a description of the internship, a release form, and an application prepared by the Staffing Committee.
2. The Staffing Committee determines and executes the procedures for reviewing applications, interviewing applicants, and finalizing arrangements with applicants who are admitted to the internship.
3. In every case, a preliminary 8 hours of visiting time under the auspices of the Committee must precede the internship.
4. All candidates must pass the background check as directed by the Committee prior to the start of the internship.
5. The internship consists of a minimum of 20 hours and a maximum of 320 hours over the course of 2 months. It is strongly recommended that applicants complete at least 80 internship hours. The 8 hours of initial visiting time will be applied towards the internship hours.
6. The Committee may vote to terminate the initial visiting time and/or the internship at any point.
7. **Activities:**
 - The primary purpose of this internship is for School Meeting members to get to know aspiring staff candidates and evaluate their performance as prospective staff members. This internship is also a chance for interns to develop a deeper understanding of the Sudbury model and the operations of HVSS.
 - Interns have the rights and privileges of visitors to the school, except that like students and staff, they will be under the jurisdiction of the JC. Interns may also participate in School Meeting, however they do not have a vote.
 - It is the interns' responsibility to choose a mentor from amongst the existing staff members and meet with that person on a weekly basis to discuss all aspects of their experience. The mentor will be responsible for sharing feedback from the school community with the intern.
 - For the first 8 hours of the internship, interns will have no clerkship or staff-related responsibilities. After this time, interns will be expected to help staff



members as needed and to develop, in collaboration with their mentor and the Staffing Clerk, a set of tasks/projects they will pursue to benefit the school.

8. **Evaluation:** During the last week of the internship, the Staffing Committee will solicit written comments from School Meeting members. Comments will include reactions to the intern and opinions as to the intern's suitability as a staff member at HVSS.
9. **Completion:** Applicants return for a final interview. At this time the Staffing Committee may present a summary of the written comments.



Hudson Valley Sudbury School

Education that Works

Aspiring Staff Internship Release Form

I, _____ agree to the following:

- I will model effective responsible adult behavior at all times.
- I understand that the students are to be respected, that I am here to observe, not to interfere.
- I will allow the students to initiate interaction. I will not initiate activities or interrupt their activities.
- I will abide by all laws in the School Meeting Law Book and I am under the jurisdiction of the Judicial Committee.
- I understand that the Staffing Clerk has the right to ask an intern to leave the school campus if the Staffing Clerk observes or hears from another School Meeting member that the intern is being disruptive, behaving in a dangerous manner to the school community, or generally not complying with School Meeting rules.
- I will work with a staff mentor who will be available to answer questions and offer critiques and suggestions.
- I can participate in School Meeting but I do not have a vote.
- I will wear my visitor's badge during the first week of my internship so that all School Meeting Members know that I am a registered visitor.
- If I want to take photographs, I must first ask the subjects for their permission. Photos of students may only be published with the written consent of the students and their parents/guardians.
- I will not hold the Hudson Valley Sudbury School liable for any injuries I may sustain while on school property.

Aspiring Staff Intern

Date

Staffing Clerk

Date