**FIELD EXPERIENCE PLACEMENT PROCESS – Practicum**

Students in this category will mostly observe classes and will not have any responsibility for students nor the instruction and supervision of students. The student will register as a GCS Volunteer.

**Application Process**

* The College/University Coordinator requests and gets approval from the GCS District Counseling Supervisor for the field experience placement.
* The college/university student completes the [‘GCS Volunteer Registration’](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gcsvolunteers.com%2Fvolunteer.php%3Fnewflag%3D1&data=04%7C01%7Cbentond%40gcsnc.com%7C62ef18f07a374219638908d8f3839ea9%7C9ae2fb1fdea24c4381947624fcbbb30c%7C0%7C0%7C637527093939597215%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=9fAtTa1pphFG6aWz4YykGae56DicGX%2BZMZYwlxc8yqM%3D&reserved=0) form.

**District Approval**

* The volunteer coordinator at the school site notifies the principal if the background check has cleared.
* The principal/GCS supervisor notifies the college/university coordinator if the student is cleared to begin the field experience placement.

**INTERN PLACEMENT PROCESS**

* Students in this category will be working directly with students under the supervision of a site supervisor.
* The student intern placement and approval process will be completed online. Interns will complete the application and required documents in AppliTrack.

**Application Process**

**​**

**Step One: Intern**​

 Intern completes the [Intern application](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.applitrack.com%2Fgcsnc%2Fonlineapp%2Fdefault.aspx%3FCategory%3DAdmin%252fStudent%2BTeacher%252fClinical%2BObservation&data=04%7C01%7Cbentond%40gcsnc.com%7C62ef18f07a374219638908d8f3839ea9%7C9ae2fb1fdea24c4381947624fcbbb30c%7C0%7C0%7C637527093939597215%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Fmmf%2BqfmTE1XRaN0MvlfvPFhQKjYCk5G8KsbAwmKfrQ%3D&reserved=0). The application pages are:

1) Personal Information

2) Current Employee Status

3) Postal Address

4) Vacancy Desired (GCS Intern will already be selected)

5) Position Desired (We do not recommend making a selection on this page)

6) Internship University Information (University, University Coordinator's Name and Contact Information)

7) Confirmation - The application is submitted to Human Resources at this stage.

**​Step Two: Guilford County Schools Human Resources Sends Required Forms**

The student intern receives and completes the following forms

* The Student Intern Background Check Form
* The Student Intern Confidentiality Agreement
* The Student Intern Information Form\*

\*GCS Supervisor, Debbie Benton, [bentond@gcsnc.com](mailto:bentond@gcsnc.com) will identify the school site for the intern placement.  Please add her name and email address on the form.

Please note that we are aware that student interns may not have all the information to complete the 'Student Intern Information Form.' They can submit this document when they have the information. We can complete the Background Check and accept their signatures on the 'Student Intern Confidentiality Agreement' while the placement details are finalized.

**District Approval**

There are three stages of approval required before student interns can begin working at their selected sites. Our application system provides us with the capability to have the 'Student Intern Information Form automatically routed to stakeholders who are involved in the approval process.  After the student intern submits the 'Student Intern Information Form,' it will be automatically routed to GCS supervisor email address listed on the form. Debbie Benton, [bentond@gcsnc.com](mailto:bentond@gcsnc.com)

**Stage One:** College/University Student Intern Placement Coordinator Approval

* The student intern submits the 'Student Intern Information Form’ and it is routed to the Student Intern Placement Coordinator from the college/university.
* The student intern coordinator from the college/university will receive an email from [mailbot@applitrack.com](mailto:mailbot@applitrack.com). The subject will read "*Frontline Education Form Supervisor's Name Form" Guilford County Schools Student Intern Information Form" is ready for "Student Intern Coordinator Approval."*There will be a link to the document in the email.
* The Student Intern Placement Coordinator from the college/university reviews the information and approves or denies the student intern placement information. If the information is approved, the student intern placement coordinator from the college/university signs and submits the document.

**Stage Two:**GCS Supervisor Approval

* The ‘Student Intern Placement Information Form’ is then routed to GCS supervisor listed on the form for approval. Debbie Benton, [bentond@gcsnc.com](mailto:bentond@gcsnc.com)
* The supervisor will receive an email from [mailbot@applitrack.com](mailto:mailbot@applitrack.com). The subject will read "*Frontline Education Form Supervisor's Name Form" Guilford County Schools Student Intern Information Form" is ready for "GCS Supervisor Approval."*There will be a link to the document in the email.
* The GCS supervisor reviews the placement information, approves or denies the student intern placement and signs and submits the document.

**Stage Three:** HR Approval

* The 'Student Intern Information' form is routed to Guilford County Schools Human Resources.
* If the background check is cleared and the placement is approved by GCS supervisor, HR notifies the Student Intern Placement Coordinator that the student intern is cleared to begin.