



Internship Academy Substitute Policy
Effective Spring 2020 Semester

Guidelines and Recommendations for Compensating Childhood Education and Family Studies (CEFS) Interns in the MSU College of Education Internship Academy for Serving as Substitute Teachers

Central office and/or building principals may need an intern to substitute on occasion for a classroom teacher in their district. When this need arises, the following guidelines should be followed:

Interns should serve as substitute teachers no more than three times (on average) a month or 27 times total during the course of an academic year. This applies whether the intern is being paid to substitute in the absence of the master teacher or as a substitute in a different classroom.

A substitute license is required for all interns and must be secured prior to the start of the school year. Special caution should be taken with regard to hiring an intern as a substitute during the first 6 weeks of the fall semester, as this is a critical time for interns and meets State certification requirements. Because individual capabilities of interns, master teachers, and substitute teachers vary, Teachers-in-Residence, and/or Principals should discuss options with the Internship Director early in the fall semester before subsequently assigning substitute responsibilities to interns.

CEFS recommends interns be paid for their time as substitutes in the Master Teacher's classroom or other classrooms. Further, interns should be paid only when substituting for a teacher who has called in sick or is using a personal day. The rate of substitute pay for interns should be the same rate the district pays to all other substitutes. Questions pertaining to these guidelines and recommendations should be directed to the MSU College of Education CEFS Department Head, Dr. Denise Cunningham by phone at 417-836-4492 or via email at denisecunningham@missouristate.edu.

CHILDHOOD EDUCATION & FAMILY STUDIES

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