

## UW-LA CROSSE INTERNSHIP GUIDELINES

2007-2008 Academic Year

1. Your district will pay each intern a minimum stipend of \$4,500 (plus any negotiated and legally required withholding or employer contribution). In addition, the Wisconsin Improvement Program (WIP) will bill your district \$500 for General Inservice Programs. The \$500 will be distributed as follows: \$50 – WIP; \$225 – UW-La Crosse Intern Program; \$225\* – your school district (to be shared by the cooperating teacher and intern to attend workshop(s), conferences(s) or to purchase software\*\* or books\*\*).
  
2. Your intern will have one copy of a WIP Application for Support of Professional Development Funds form, which must be completed and sent to WIP 30 days prior to attendance at a workshop or conference. The amounts on the form will most likely be estimates (note that it is better to estimate on the high side). Upon receipt of the form, WIP will send a form explaining how to have expenses reimbursed. Save all receipts (except for meals) so they can be turned in after the conference. Amounts allowed are: \$8 for each breakfast, \$9 for each lunch, \$17 for each dinner, \$62 plus tax for lodging and \$.385 per mile for travel. (If the food and lodging are connected with the conference and are higher than the amounts shown above, send a copy of the conference brochure showing the higher amounts and the higher amounts will be reimbursed.)  
  
There are three ways to purchase books or software: 1) Send the order form and the completed WIP form (showing the company's FEIN #) to the address on the green WIP form. WIP will send in the order and pay for the items(s); 2) Order the item(s) and have the school pay for them. Send the completed WIP form (showing your school's FEIN #) and the bill to the address on the form. WIP will reimburse the school; 3) If an individual purchases the items, have him or her complete the WIP form and send to the address on the WIP form. Be sure to include the purchaser's name, address, social security number, a listing of what was purchased, and the receipt. That individual will be reimbursed by WIP.
  
3. Your intern **MUST** attend two general student teacher/intern meetings in mid-semester and end of the semester. We will inform the cooperating teacher(s) of the exact dates. Your cooperation in allowing the intern to miss work on these days is appreciated.
  
4. To enhance the intern teaching experience, six **late** afternoon seminars (one credit) have been designed to correlate university course work with successful teaching. They will provide student/intern teachers with the opportunity to build on their knowledge base, reflect on their teaching and network with peers. The Director of Field Experience assigns six out-of-area **reflection papers** to those interns **who are unable to attend seminars due to distance from campus**.
  
5. UW-La Crosse university supervisors will supervise all student interns.
  
6. If you have any questions about the UW-La Crosse Internship Program, please contact Cate Wycoff, Director of Field Experience at (608)785-8127 or at [wycoff.cate@uwlax.edu](mailto:wycoff.cate@uwlax.edu).

\* As stated above, the cooperating teacher and the intern can share the \$225 but, by mutual consent, one or the other can spend the entire amount. Keep in mind that your school district is ultimately responsible for how this money is spent. The money must be encumbered (by sending in the WIP form) by May 1 of the academic year in which the intern is employed. It can be used any time during that year, including the summer. If the money is not spent, it will be returned to DPI.

\*\* Any software or books purchased with this money must stay with the school district.