

## Volunteer/Observation Policy

**All college student observations and community visitors must have prior approval of the Enrollment Office and building principal/program supervisor.**

**To schedule an appointment either call 609-530-3156 or email Margaret\_Provost@mkzd.state.nj.us**

### **1. Public High School Students Community Service**

Any public high school student who is requesting to do their community service hours at MKSD must present their paperwork to the Enrollment Office a minimum of 5-7 days prior to placement. The high school student must be able to communicate effectively using American Sign Language, have a letter of recommendation from their high school guidance counselor/teacher, and submit the paperwork from their high school with all the requirements/evaluations necessary for a successful placement.

NJSD welcomes children of our staff to do their community service placements, observations, in-service, volunteering, and student teaching at the school. Placements for children of NJSD staff cannot be with their parent.

### **2. Observations by college students**

Any college student who is requesting to do their college observation requirement at MKSD must submit the observation request in writing a minimum of 5-7 days prior to their observation date to the Enrollment Office. The college student must have some knowledge of American Sign Language, be able to articulate clearly in writing the reason for the observation (supported by syllabus/course outline from their college professor), and the duration of the observation.

### **3. College Internships**

Any college student who is requesting to do their college internship at MKSD must submit the internship request in writing a minimum of 14 days prior to their internship start date to the Enrollment Office. All supporting documentation from the college with internship requirements/evaluations must be submitted with the initial request for placement. All interns must be able to communicate effectively using American Sign Language.

Residential internships are accepted at MK/NJSD.

The Katzenbach School for the Deaf does not participate in paid internship programs with colleges.

### **4. Volunteers**

Any person wishing to volunteer on a regular basis at the Marie Katzenbach School for the Deaf must submit their request in writing to the Enrollment Office a minimum of one month prior to the start date of their volunteer placement.

All volunteers must be able to communicate effectively using American Sign Language, be interviewed by the enrollment coordinator, and the staff interpreter and/or building principal. Each volunteer will be required to complete a volunteer application form, submit a copy of their current drivers license, and complete a Criminal History fingerprint screening in the MKSD Business Office.

Upon receipt of the Criminal History Review letter in the MKSD Business Office, the volunteer will begin their volunteer placement.

### **5. Student Teaching**

All college student teaching requests are submitted by the student's college Student Teaching Placement Coordinator either to the MKSD Enrollment Office or to the MKSD Director of Teaching and Learning the semester prior to the student teaching placement..