**General Requirements for Initial Teaching Licensure Interns**

### Fall 2013

The culminating experience, your internship, provides an opportunity for teacher candidates to work in school classrooms; to take on the day-to-day routine responsibilities of teaching and to learn from and team with a Mentor Teacher in order to (a) plan and implement instructional activities to help students learn, and (b) assess student learning/ the effectiveness of your pedagogy.

The following are general requirements for a successful clinical experience:

1. Arrive early at your assigned school and maintain the same hours as required of your Mentor Teacher (MT) five days per week (excluding school holidays). If you are ill and cannot attend school, you must call your MT first and then contact your University Supervisor (US) prior to the beginning of the school day. You must make arrangements to get your lesson plans to school if you cannot be there. **Do not expect your MT to plan when you are not there if it is your responsibility.**
2. Attend all faculty meetings, back to school/ conference nights, and professional development days. (Please be sure that your MT has given his/her permission to attend these meetings.)
3. Write out complete lesson plans (please check with both your MT and US as to the appropriate format in your school) and have them approved by the MT well in advance of the lessons. All plans for the next school week should be submitted to your MT and US no later than the preceding Thursday. Make sure to include any worksheets, assignments and assessment materials/ rubrics with your plans.
4. Maintain a weekly time sheet (in Excel- template emailed) of your hours and activities in the school. This time sheet will be submitted to the College of Education for your licensure file at the end of the semester.
5. After consulting with your MT, submit 1-2 goals each week to your US and MT. Consult with your MT and US on your goals. Write tasks to help achieve goals and record the progress you have made.
6. Maintain a folder for your MT and US. This folder may be electronic or in hard copy at the discretion of your US and should contain (a) the tentative schedule for your increased involvement in the classroom, (b) the daily class schedule, (c) lesson plans both for the lesson to be taught as well as ones that have been taught, (d) a chart of requirements and dates completed, (e) your plans, goals and journals, (f) your time sheet, (g) your goal sheets, and (h) any questions you may want to ask of the MT or US.
7. Meet with MT at least once per week and more often as needed to maintain open communication so that this can be a successful learning experience for all involved.
8. Communicate with US on a regular basis to discuss progress and concerns.
9. Any intern who misses more than one full day of clinical experience due to illness or other unforeseen emergencies must make up the time missed.

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**Schedule and Requirements:**

# Interns gradually assume responsibility for daily routines and teaching all classes.

## 8/26-8/31- *Arrange to spend at least five hours with your mentor teacher during this week when he or she sees fit.*

## Week 1 9/2-9/6

* Get acquainted with the students and the routines in the classroom.
* Observe other classrooms in that grade level and/ or content area to acquaint yourself with the school community.
* If your MT approves, write a brief letter to the parents/guardians of the students in your placement. Introduce yourself and describe your educational background and your role in the classroom. Stress your appreciation for this opportunity and your availability to work with their children. Be sure you have your MT’s final approval before sending the letter.
* Review curriculum/ pacing guides, classroom materials, and school/ school division policies.
* Assume responsibility for some daily routines (e.g., bus duty, attendance, lunch count, money collection, homework collection, etc.)
* Continue to review curriculum/ pacing guides and school policies.

**Week 2 9/9-9/13**

* Assume responsibility for all daily routines.
* Observe MT teaching, assist in all class periods, and team-teach or introduce one lesson each day.
* **ALL INTERNS MUST REPORT TO THE STAFFORD CAMPUS ON ? FOR A MANDATORY PD DAY! BRING YOUR LAPTOPS/ IPADS.**

## Week 3 – Week 6 9/16-10/11

## Continue to be responsible for daily routines.

* Assume responsibility for ***planning and teaching the equivalent of ½ day.***
* ***First Scheduled Observation must take place by the end of week 3! One of the first 3 observations should be video recorded. Schedule this with your US. Watch the video and complete a self-assessment PRIOR to reviewing the US observation assessment. Submit the self-assessment to the US and conference.***
* Start doing more long-term planning to see the larger picture. These should be in addition to the longer lesson plans. Continue to be responsible for daily routines.
* Assume responsibility for ***planning and teaching 75% of your mentor teacher’s instructional day*** or the subjects/ blocks specified by the MT.
* ***Interns should be responsible for all aspects of the planning/ teaching/ assessment process (within the scope/ sequence of the school division curriculum) for at least 75% of responsible teaching time for at least 5 consecutive weeks between Week 5 and Week 12.***
* Become involved with grade-level or team planning, if applicable.
* Fulfill the requirements listed during Weeks 2—13.
* Collect/ scan/ download items for your e-portfolio.
  + ***MT, US and intern should discuss Mid-term Internship Assessments and Self-Assessment by 10/15. Intern will set goals for the remainder of the placement.***

**Week 7 – Week 12 10/14-11/22**

* Continue to be responsible for daily routines.
* Assume responsibility for ***planning and teaching*** the subjects/ blocks/ periods specified by the MT.
* ***Second Scheduled Observation must take place by week 7. Schedule Observations 3 & 4 for weeks 8-12. Remember, one of the first 3 observations should be video recorded. Watch the video and complete a self-assessment PRIOR to reviewing the US observation assessment. Submit the self-assessment to the US and conference.***
* ***Interns should be responsible for all aspects of the planning/ teaching/ assessment process (within the scope/ sequence of the school division curriculum) for at least 75% of responsible teaching time for at least 5 consecutive weeks between Week 5 and Week 12.***
* ***Conduct Impact Study and submit to US and MT.***
* Complete any remaining requirements listed.
* Collect items for your e-portfolio.
* Invite an administrator to observe and evaluate your teaching. \*\*\*Art & World Language Candidates should invite their school division curriculum specialist to observe and evaluate their teaching.

## Weeks 13-14 11/25-12/6

## Ease out of the internship by returning some of the responsibilities to the Mentor Teacher.

* Continue to assist Mentor Teacher and work with the students.
* Complete Final Self-Assessment.
* Prepare the students for your departure.
* Observe other teachers/ classrooms.
* Return all borrowed materials to the Mentor Teacher and school.
* Express your appreciation to the faculty, staff and administration at the school.
  + ***MT, US and intern should have a final conference.***