**General Requirements for Initial Elementary (Undergraduate) & (Pre)K-12 Teaching Licensure Interns**

### Fall 2014

The culminating experience, your teaching internship, provides an opportunity for pre-service teachers 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 as well as 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.
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 completed no later than the previous Thursday for the review of the Mentor Teacher and/or the University Supervisor. Make sure to include any worksheets, assignments and assessment materials/ rubrics with your plans.
4. Maintain a weekly time sheet (in Excel- template provided) 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 2-3 goals each week on your goal sheet. 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. If you miss more than one day due to illness or emergency you will need to make up the time at the end of the semester.
10. Complete three self-evaluations during the internship; one mid-term, one final and one video recorded self-evaluation. Review these self-assessments with your MT and US.

**![MCj03825780000[1]]() ![MCj03114420000[1]]()**

**Suggested schedule and requirements:**

**Weeks 1 – 7 Fall Internship**

# (Full time every day in classroom.) Interns gradually assume responsibility for daily routines and teaching all classes.

## Week 1 (Aug. 25-29 OR Oct. 13-17)

* 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 students. 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.)
* Observe MT teaching, assist in all class periods, and team-teach or introduce one lesson each day.

**Week 2 (Sept. 1-5 OR Oct. 20-24)**

* Assist with all daily routines.
* Assume responsibility for planning and teaching one class.

## Week 3 – Week 6 (Sept. 8-Oct. 3 OR Oct. 27-Nov. 21)

Continue to be responsible for daily routines.

* Assume responsibility for ***planning and team-teaching the equivalent of ½ day***
* ***First Scheduled Observation must take place by the end of week 3!***
* ***Second Scheduled Observation should take place during weeks 5 or 6.***
* ***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 by week six.***
* 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 half of your mentor teacher’s instructional day*** or the subjects/ blocks specified by the MT.
* ***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 3 consecutive weeks between Week 3 and Week 6. If your MT team-teaches your classes, then you should team-teach as appropriate!***
* Become involved with grade-level planning, if applicable.
* Collect/ scan/ download items for your e-portfolio.
* ***Mentor Teacher and University Supervisor will observe and submit your midterm evaluation no later than October 10 and your final evaluation on \_\_December 5\_\_\_.***

 **November 7, 2014 : All Interns Report to Stafford Campus for a MANDATORY Professional Development Day!**

**Week 7 (Oct. 6-10 OR Dec. 1-5)**

Ease out of the internship by returning some of the responsibilities to the MT.

* Continue to assist your MT and work with the students.
* Prepare the students for your departure.
* Observe other teachers/ classrooms.
* Return all borrowed materials to the MT and school.
* Express your appreciation to the faculty, staff, and administration. If you work in an “elective” area such as world language or art, express your appreciation to the school division curriculum specialist for your area.

**\*\*\*COMPLETE YOUR SELF-ASSESSMENT ONLINE\*\*\***

# \*\*\**Placement 1: August 25th – October 10th \*\*\**

***\*\*\*Placement 2: October 13th – December 5th \*\*\****