OVERVIEW OF INTERN 1 EXPECTATIONS AND REQUIREMENTS

☐ Go over Program Specific Requirements:
  - Each program will provide a specific description of additional guidelines and requirements including the following.
    ▪ Minimum requirements for number of lessons taught
    ▪ Reflection requirements, including journaling
    ▪ Other items as deemed appropriate

☐ Teaching Lessons (Program Specific)
  - Lesson Plans must be submitted to CT, AS & US 2 days prior to formal observation
  - Make sure you understand what lesson plan format is required by your department/academic supervisor/seminar instructor

☐ Videotaping Lessons:
  - At least one lesson during the semester should be video recorded.
  - Complete a self-reflection for the video and then upload the video and self-reflection on TaskStream within the Initial Licensure Portfolio.
  - Check the picture and audio.
  - The University Supervisor will provide written feedback.
  - Cameras are available in the CEAP. You may check them on any day (8:00–5:00).

☐ Journals (Program specific)

☐ Attendance:
  - No more than 2 absences
  - Contact the CT, US, AS as soon as possible
  - Must be made up as soon as possible
  - Additional days will need approval by the Director

☐ Calendar:
  - Intern I: Follow WCU Calendar

☐ Professionalism:
  - Etiquette & Behavior:
    ▪ Sign-in and follow ALL school rules
    ▪ BE RESPECTFUL TO EVERYONE
      ▪ Mannerism
      ▪ Behavior
      ▪ Speech
      ▪ DRESS

☐ Expectations:
  - During Intern I be as ACTIVE AS POSSIBLE in the classroom.
    ▪ Small-groups
    ▪ Mini-lessons
    ▪ Interact with students

☐ Co-Teaching Model
  - Discuss with your CT the “comfort” levels and decide what the best approach will be between you and your CT.

☐ Notebook (Suggested only—not required)
  - Time sheet
  - Class Schedule (Host School)
  - Academic Calendars (Both)
  - Observations
  - Journals w/ responses
  - Paper for notes and questions

☐ Identification:
  - If no ID is provided by the school, wear your CATCARD on a lanyard for identification purposes.

☐ Substituting:
  - Intern I: Not on days when interns are required to be in host classroom or attending WCU classes

All items on this sheet have been reviewed and discussed.

Intern ______________________ Date ______________________

Cooperating Teacher ______________________ Date ______________________

University Supervisor ______________________ Date ______________________