

Western Carolina University
Middle Grades Program
246 Killian
Cullowhee, NC 28723
Voice: 828-227-7108 Fax: 828-227-7609
EDMG 588 Internship I

Dear Cooperating Teacher and University Supervisor:

Thank you for mentoring one of our interns in the Middle Grades Teacher Education Program at WCU. We value your expertise as a middle level teacher and appreciate the time you give to mentor our students. Internship I is a two days per week (or the equivalent—may be four ½ days) experience in a middle school. The first week or two the student should have ample opportunity to observe teaching, get to know students by name, become familiar with the daily schedule, understand general rules and policies of the team and the school, meet teammates, get to know the layout of the school building, and meet school personnel with whom the student will interact during the internship.

At any time, you may ask the intern to work with individual students, work with students in small groups, help with lunch or bus duty, gather materials from the library, schedule a class for the computer lab, observe a parent conference or team meeting, assist with grading student work, etc.

The following items are required by the intern for successful completion of internship:

1. Successfully teach a minimum of 4 lessons to a large group of students. Most interns teach many more lessons than 4. Two of these lessons should occur before the midterm. (*mid October or mid March*) The intern will receive written feedback on one of these lessons from the cooperating teacher (CT) and will receive written feedback from the university supervisor (US) on the other lesson. The intern should send a reflection of each observed lesson via email to the CT or US (*depending on who observed the lesson*) the evening of the day the lesson is taught. The same plan goes for the second half of the semester.
2. Write a lesson plan (*template provided by WCU*) for each lesson taught. This lesson plan should be submitted to the cooperating teacher two days before being taught for approval. When approved, the lesson plan should be signed and dated by CT. .
3. Prepare a video of one lesson taught during the semester. Submit a self evaluation to CT and US via email.
4. Keep a notebook of all lessons taught, copies of reflections sent to CT and US, and other pertinent information gathered from the school during internship. Have notebook ready for visits by US, open to the initialed/approved lesson being taught on the day of observation.
5. Be prompt in attendance to school, and demonstrate professional conduct at all times.
6. Participate final conference with CT and US.

Should you require further information regarding this student or the requirements of this internship, please do not hesitate to contact me at 828-227-3342 or victoria@email.wcu.edu

Warmest regards,

Dr. Victoria Faircloth

Program Coordinator, Middle Grades Graduate Programs
WCU
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