

**Western Carolina University**  
**MIDDLE GRADES GRADUATE INTERNSHIP I (EDMG 588)**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
School (s) \_\_\_\_\_ School Phone \_\_\_\_\_  
Teaching Subject: \_\_\_\_\_ Fall semester 20\_\_ Spring semester 20\_\_  
Cooperating Teacher/ or designated mentor \_\_\_\_\_ Phone \_\_\_\_\_ email \_\_\_\_\_

**The following items should be completed and kept in a notebook for review by CT and US. The notebook should be available to your university supervisor during observations and for conferences and should include:**

- \_\_\_ Copy of Intern Schedule (WCU schedule and public school daily schedule)
- \_\_\_ Copies of lesson plans approved by cooperating teacher
- \_\_\_ Completed observation forms from cooperating teacher/mentor/principal/university supervisor

**Requirements:** 10 lessons taught during the semester with lesson plans approved by the CT. Five lessons should be taught by the midterm. Two of these lessons will be formally observed before the midterm (1 by CT and 1 by US). Intern will receive written feedback by the CT or US on the day of the formal observation. Intern should send a self reflection of formally observed lesson to the observer the evening of the lesson taught. The same procedure is in place after the midterm: Five lessons taught, with two formal observations (1 each from CT and US).

**One lesson during the semester should be videotaped (should be one of the 4 formally observed lessons) The purpose of the video lesson is for the intern to be able to evaluate his/her teaching. Intern may select a self evaluation form (two are provided) to complete and send to both CT and US, after reviewing the videotaped lesson.**

\_\_\_\_\_ Plan and teach a minimum of five lessons before midterm. These should be whole group lessons as approved by cooperating teacher. The lesson plan must be approved by the cooperating teacher at least 2 days in advance of teaching the lesson. CT Initials with date at top of lesson plan indicate approval to teach. **Two** of these five lessons should be formally observed

Date of first formal observation lesson: \_\_\_\_\_ (keep completed observation form in your notebook) (*Observer: cooperating teacher*) Emailed reflection to CT and US \_\_\_\_\_

Date of second formal observation lesson: \_\_\_\_\_ (keep completed observation form in your notebook)

(*Observer: university supervisor*) Emailed reflection to CT and US \_\_\_\_\_

\_\_\_\_\_ Completion of a midterm report by CT using the form provided.

Midterm report should be sent to US via email \_\_\_\_\_ Date sent \_\_\_\_\_

\_\_\_\_\_ After midterm, plan and teach a minimum of five additional lessons to the whole class or to a small group, at discretion of CT.

Date of third formally observed lesson: \_\_\_\_\_ (keep completed observation form in your notebook) (*Observer: cooperating teacher*) Emailed reflection to CT and US \_\_\_\_\_

Date of fourth formally observed lesson: \_\_\_\_\_ (keep completed observation form in your notebook)

(*Observer: university supervisor*) Emailed reflection to CT and US \_\_\_\_\_

Video Taped Lesson (date) \_\_\_\_\_ Self evaluation sent to CT and US (date) \_\_\_\_\_

Participate in a final conference with the cooperating teacher and university supervisor.

Date of final conference: \_\_\_\_\_

\_\_\_\_\_ Attend and participate in internship seminars: 1st. \_\_\_\_\_ 2nd. \_\_\_\_\_ 3rd. \_\_\_\_\_ 4th. \_\_\_\_\_ (one per month via WEBCAT).

A lesson for MG internship may be forty minutes, or longer. When the observer arrives, the lesson plan should be available in the Intern notebook along with other lessons already taught along with formal observations notes.

**Record Sheet of 10 Lessons Taught During Internship**

**(Bring Copies of lesson plans for final conference)**

Title/topic of lesson

Date taught

Period(s) taught

\* by those that were formally observed by CT or US—one of these should also be on video tap)

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____