

MEMO

RE: Student Teaching at the Graduate Level/Alternative Licensure
EDMG 589 Internship II

TO: Cooperating Teachers and University Supervisors
FROM: WCU Middle Grades Faculty

Thank you for serving as mentor to a middle grades intern at the graduate level who is pursuing a license to teach in grades 6-9. They have been taking content and methods courses which lead to a teaching license in one subject area.

The Internship II semester is full time student teaching for one semester. It is expected that a semester schedule, for 15 weeks, will be created by you and your intern, with the assistance of the university supervisor, who represents the WCU middle grades program, that allows for a phase in time and a phase out time for teaching throughout the semester. Typically, the first four weeks of the semester, the intern will be observing all classes, and picking up responsibilities each week, until the entire school day is the intern's responsibility (usually by the fifth week, but can be earlier if agreed upon.) All interns are required to teach fulltime for at least 10 weeks. After the successful completion of 10 weeks of full time teaching, the intern will begin to drop one class per week, until the phase out schedule is complete and the class has been returned to the cooperating teacher.

Please create this schedule and keep it on file with all responsible parties: cooperating teacher, intern, and university supervisor. Send a copy of this schedule to the coordinator of the middle grades graduate program by the beginning of the second week of Internship II. Getting off to a good start is very important for student teaching. Interns should quickly learn student names, become familiar with the school day and with key persons in the school. They should begin observing and working with small groups in the first week of the semester. Four completed observation forms are required during the semester by the cooperating teacher, and four are also required by the university supervisor. WCU has standard lesson observation forms to be used, which you may download from our department website or from our Internship WebCAT site. Please meet with your intern after each observation (may not work for those employed) and go over notes together. It is the responsibility of the intern to complete a written reflection after each observation and send it to both CT and US, via email, for their feedback.

Interns should keep a notebook available for each observation that has all lesson plans, copies of observations, and lesson reflection papers. Having access to this information helps the observer in creating a context for the lesson to be observed. Students will also videotape a lesson that will be reviewed by each of you (unless you are present when the taping occurs, which works nicely) and the student will complete a self evaluation (see internship handbook for forms) of this videotaped lesson and email to each of you.

WCU requires interns to complete the teaching of a unit that includes various types of reflection and analysis of that unit. The portfolio created is called the *Teacher Work Sample*. All students upload the unit and other required documentation to www.taskstream.com. You will be given a complimentary subscription to this web based program during the semester you are working with our intern. **If you have questions regarding the use of Taskstream, please contact our Director of Technology, Dr. Lee Nickles at lnickles@email.wcu.edu**
Students will also complete an Individual Growth Plan, guidelines for which are also on Taskstream.

Teaching the TWS unit needs to be done early enough in the semester that there is ample time after the unit is completed for the intern to complete the analysis and upload all needed info to *Taskstream*. You and the internship seminar instructor will be grading the TWS and completing a final evaluation of internship via *Taskstream*. A signed hard copy of the Exit Criteria form also needs to be in the intern folder that goes to the Office of Field Experiences.

Please do not hesitate to contact me via email should you have further questions during the semester. Our thanks for your support during this important phase of professional development for our students.

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