

**Western Carolina University**  
**MIDDLE GRADES GRADUATE INTERNSHIP II (EDMG 589)**

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

The notebook should be available to your university supervisor during observations and for conferences.  
*Adaptations to this checklist will be made on a case by case basis for interns who have full time jobs.*

\_\_\_ Copy of Intern Schedule  
\_\_\_ Copies of lesson plans approved by cooperating teacher (if not employed)  
\_\_\_ Copies of completed observation forms (cooperating teacher/mentor/principal/university supervisor)

**Required Activities:** Internship II is full time student teaching. That means being in the classroom for the entire semester. Many graduate students also have full time teaching jobs, so you will be in your classroom long after WCU internship is over!

The typical observation schedule for full time student teaching is to have two observations before the midterm of the semester, and two after the midterm. These observations, with written documentation, should be completed by both university supervisor and cooperating teacher (if not employed). At the mid point of the semester, a midterm evaluation (Exit Criteria Form) should be completed as well. (See *WebCAT site* or <http://www.Taskstream.com>)

An important part of the student teaching semester is the successful completion of the Teacher Work Sample. This is a unit that you teach and then complete some reflections and analysis of the success of the unit with **one** of your classes. WCU requires that the documentation of this unit be submitted to *Taskstream*. You will need to subscribe to *Taskstream* in order to successfully complete this semester. Log onto their website at <http://www.taskstream.com>

Once you are in Taskstream, you should go to “program completion” phase. Our undergraduates are subscribed to Taskstream for the entire two year teacher education program. You may have been asked to subscribe to Taskstream before completing this course if you have been enrolled in other graduate courses that require Taskstream submissions. The final evaluation of your Teacher Work Sample Portfolio and of your Student Teaching experience are submitted to Taskstream and are available to WCU staff who complete your licensure paperwork. Students will also complete an Individual Growth Plan, guidelines for which are also found on Taskstream.

1. Observation #1 (date) \_\_\_\_\_ US (date) \_\_\_\_\_ CT      Email reflection sent (date) \_\_\_\_\_
  2. Observation #2 (date) \_\_\_\_\_ US (date) \_\_\_\_\_ CT      Email reflection sent (date) \_\_\_\_\_
- Midterm Report completed( Exit Criteria form/hard copy) (date) \_\_\_\_\_
3. Observation #3 (date) \_\_\_\_\_ US (date) \_\_\_\_\_ CT      Email reflection sent (date) \_\_\_\_\_
  - \*4. Observation #4 (date) \_\_\_\_\_ US (date) \_\_\_\_\_ CT      Email reflection sent (date) \_\_\_\_\_
  5. Final Student Teaching Evaluation Form (Exit Criteria) Completed on Taskstream: (date) \_\_\_\_\_
  6. Evaluation of Teacher Work Sample completed on Taskstream (date) \_\_\_\_\_
  7. Completion of Individual Growth Plan on Taskstream (date) \_\_\_\_\_

\*For those students who are employed as teachers, please have an administrator or mentor complete the 4<sup>th</sup> observation and submit that to your university supervisor in lieu of US observation.

**ATTENDANCE AT SEMINAR MEETINGS:**

**30% of your final grade is participation in seminar meetings. You will find a WebCat space for “Graduate Middle Grades Internship Seminar”.**