**Western Carolina University Office of Field Experiences**

**ELMG 485 Elementary and Middle Grades Programs Intern II University Supervisor Checklist**

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| Intern Name: |  | Phone: |  | Email: |  |
| School: |  | | School Phone: |  | |
| Grade Level: |  | | | Semester: |  |
| Cooperating Teacher: |  | Phone: |  | Email: |  |
| University Supervisor: |  | Phone: |  | Email: |  |
| Seminar  Instructor: |  | Phone: |  | Email: |  |

**Guidelines**

Internship II is full-time student teaching. The candidate is expected to be present in the classroom for the entire semester beginning when the cooperating teacher reports and continuing until the final day of classes at WCU. During this time the intern II teacher candidate will begin to assume full teaching responsibilities and must document a minimum of 10 weeks (50 instructional days) of full-time teaching duties and responsibilities. After transitioning the teaching duties and responsibilities back to the cooperating teachers, candidates are strongly encouraged to visit and observe different classrooms and schools, work on the Teacher Work Sample, complete Praxis exams, and attend job fairs and interviews.

1. **Lessons and Observations**

Dates of video lessons: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Dates the written reflections are received from the Intern: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

CT and US should initial here to indicate that they viewed the videos and provided written feedback to the intern:

#1 CT: \_\_\_\_\_\_\_\_\_\_ US: \_\_\_\_\_\_\_\_\_\_ #2 CT: \_\_\_\_\_\_\_\_\_\_ US: \_\_\_\_\_\_\_\_\_\_

1. **University Supervisor Visits (List Dates—there should be 3-4 face-to-face observations):**
2. \_\_\_\_\_\_\_\_\_\_\_\_\_Initial Contact and Orientations (May be conducted through email). Review this checklist, exchange contact information, answer questions, and clarify expectations for the semester.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_Initial Visit and Formal Observation: Plans for EACH observation must be approved by the Cooperating Teacher at least two days prior to the lesson and then emailed to the University Supervisor prior to scheduled observation.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_Formal observation (if necessary)
5. \_\_\_\_\_\_\_\_\_\_\_\_\_Midterm Conference: The University Supervisor may schedule a formal observation at this time to correspond with this school visit. The midterm will be a 3-way conference among the US, CT and Intern. The conversation should include the completion of the Certification of Teaching Capacity form and should be formative in nature, focusing on the intern’s strengths and needed growth areas on the CTC between now and the end of the semester. In addition, the Teacher Work Sample should be discussed.
6. \_\_\_\_\_\_\_\_\_\_\_\_\_Formal Observation (if necessary)
7. \_\_\_\_\_\_\_\_\_\_\_\_\_Final Conference: The university supervisor may schedule a formal observation to correspond with this school visit. The final evaluation will be a 3-way conference among the US, CT and Intern. The conversation should be summative and will include the completion of the final Certification of Teaching Capacity form WITH SIGNATURES / INITIALS. The Intern must earn at least a 3 on EVERY standard to be recommended for licensure. This original form must be submitted to WCU and will be forwarded to the state as part of the licensure paperwork.
8. **Cooperating Teacher Observations (List Dates):**

#1\_\_\_\_\_\_\_\_ #2\_\_\_\_\_\_\_\_ #3\_\_\_\_\_\_\_\_\_ #4\_\_\_\_\_\_\_\_\_

1. **Journals**

In addition to the observations the Intern II teacher candidate is also responsible for completing a minimum of six journal entries. The Cooperating teacher and University supervisor will determine if more than six entries are necessary. The intern submits journal entries to the Cooperating Teacher and to the University Supervisor for their comments. It is recommended that the journal entries be submitted electronically and emailed. At the mid-term and final conference, the University Supervisor should confirm that the cooperating teacher has received journal entries and responded to them.

Dates journals received from the Intern:

1). \_ 2). \_\_ 3). \_\_ 4). \_\_ 5). \_\_ 6). \_\_

1. **Teacher Work Sample**

An important part of the Intern II semester is the completion of the Teacher Work Sample (TWS, also called Electronic Evidences). Interns in the Undergraduate Elementary and Middle Grades Programs should have completed the TWS: Planning section (EE3) during the Intern I semester. If the intern has not already completed the EE3, then it needs to be completed as early as possible in the intern II semester. All Intern II students will be responsible for completing the TWS: Implementation and Evaluation (EE5) which requires them to teach and evaluate the unit that was planned for the EE3 component.

The final evaluation of all aspects of the **Teacher Work Sample** are submitted to *TaskStream* and are available to the Seminar Instructor, Cooperating Teacher, and University Supervisor for evaluation. Interns must earn at least a 3 on each part of the TWS to be recommended for licensure. These documents will become important pieces of evidence that will be submitted to the Department of Public Instruction and will become part of the Intern’s licensure paperwork. Students will also complete an **Individual Growth Plan**, and **Teacher as Leader Essay (EE6)**, guidelines for which are also found on *TaskStream*. The Seminar Instructor will assess these two pieces of evidence, but the US and CT can work with the Intern on completing these requirements as needed

1. **Intern Notebook**

It is recommended that Interns collect all relevant internship materials—teaching schedule, formal lesson plans, written feedback from the CT and US, mid-term and final evaluation forms—in a three-ring binder that they bring to all conferences and to their seminar class as documentation of their progress in their internship.

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**Required Items for University Supervisor to Check / Collect**

The Certification of Teaching Capacity Form (Midterm)

The Certification of Teaching Capacity Form (Final) Signed and Entered in *TaskStream*

All components of Teacher Work Sample completed and assessed on *TaskStream*

\_\_\_\_\_\_\_Grade posted in *MyCat*

\_\_\_\_\_\_\_All required paperwork submitted to the OFE (this checklist, a grade sheet, mid-term and final CTC)