**Western Carolina University Office of Field Experiences**

**ELMG and Inclusive Ed. Programs Intern I University Supervisor Checklist**

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

1. **Lessons and Observations:**

\_\_\_\_\_\_\_**10 full lesson plans** written and taught with lesson plans approved by CT. Five lessons should be taught by midterm. Two of these lessons will be formally observed before the midterm: one lesson by the University Supervisor and one lesson by the Cooperating Teacher with written documentation. The intern will receive written feedback from the observer. Each lesson will include a written reflection following the teaching of the lesson. (Indicate one lesson using Power Point and one lesson using the Internet). The same procedure is in place after the midterm: five lessons taught with two formal observations--one lesson by the university supervisor and one lesson by the cooperating teacher with written documentation.

All lesson plans must be approved by the CT at least two days prior to the teaching event. CT initials on the top of lesson plan indicate approval to teach.

Dates of lessons:

1). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Two lessons during the semester should be videotaped**. The purpose of the video lessons is for the intern to be able to evaluate his/her teaching. The intern will complete the self reflection and evaluation for each video, and then send the videos and the evaluations to the CT and the University Supervisor. The Cooperating Teacher and University Supervisor will review at least one recorded lesson and provide written feedback to the intern about the video lesson and the self-assessment.

Date of video lesson: \_\_\_\_\_ Date of video lesson: \_\_\_\_\_

Date the written reflections and evaluations are received from the Intern: \_\_\_\_\_\_ \_\_\_\_\_\_

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

CT:\_\_\_\_\_\_\_ US:\_\_\_\_\_\_\_

1. **University Supervisor Visits (List Dates):**
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. \_\_\_\_\_\_\_\_\_\_\_\_\_Midterm Conference: The University Supervisor may schedule their second formal observation at 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 Intern I mid-term evaluation form and should be formative in nature, focusing on the intern’s strengths and needed growth areas.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_Final Conference: The university supervisor may schedule the second 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 include the completion of the Intern I final evaluation form and should be somewhat summative—describing the Intern’s progress during the semester—but should primarily focus on the intern’s strengths and needed growth areas going into the Intern II semester. The Certification of Teaching Capacity may be introduced so the CT and the Intern will be prepared to use it next semester. The discussion might also include lesson planning and the opening schedule for next semester.
6. **Cooperating Teacher Observations (List Dates):**

Formal Observation prior to the midterm: \_\_ Formal Observation after the midterm: \_\_\_\_\_\_\_

1. **Journals**

In addition to the observations the Intern is also responsible for completing **weekly journal entries**. The Cooperating teacher and University supervisor will review and respond to a minimum of four entries. 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 feedback from CT and US:

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

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.

At the end of the semester, the following items should be submitted to the OFE: signed mid-term/final evaluation/conference form, this checklist, a grade sheet.