Undergraduate ELMG and Inclusive Education Programs

Intern 1 Expectations and Roles

***\* Subject to change due to seminar instructor feedback to supervisor***

|  |  |
| --- | --- |
| 10 full lesson plans, written and taught   * must be approved by the CT at least 2 days prior to teaching | Before mid-term  2 formally observed lessons (1 - 2x US, 1x CT)   * Intern will provide formal plans to US prior to observations, and submit written reflections about each lesson to the observer. * US and CT will provide written feedback on each lesson observed. |
| **After mid-term**  **2 formally observed lessons** (1 - 2x US, 1x CT)   * **Intern** will provide formal plans to US prior to observations, and submit written reflections about each lesson to the observer. * **US and CT** will provide written feedback on each lesson observed. |
| 2 videotaped lesson | * **Intern** will complete written self-reflections and evaluations, and send videos and reflections to US and CT. * **US and CT** will review at least one recorded lesson and provide written feedback about the video lesson and intern self-assessment. |
| Mid-Term Conference | Three-way conference among US, CT, and Intern to provide formative feedback.   * **US** will ensure CT is receiving and responding to intern journals, and complete mid-term conference form. |
| Final Conference | Three-way conference among US, CT, and Intern that is more summative in nature, primarily focusing on intern’s strengths and needed growth areas for Intern II semester.   * **US** will ensure CT is receiving and responding to intern journals and complete the final conference form. *(US may schedule 2nd formal observation to correspond to this visit)* |
| Journals | * **Intern** will complete weekly reflections and submit to US and CT. * **US and CT** will provide feedback to intern for at least four entries |
|  |  |
| Intern Notebook | **Intern** collects all relevant internship materials in a binder to bring to conferences and seminar class. |
| End of Semester | **US** will submit signed mid-term conference form, signed final conference form, Intern I US Checklist, grade sheet to the Office of Field Experiences (Killian 201D), and upload Intern grade to *MyCat*. |

Intern 2 Expectations and Roles

***\* Subject to change due to seminar instructor feedback to supervisor***

|  |  |
| --- | --- |
| Minimum of 3 weeks of independent full-time teaching, planning, and other duties   * Plans submitted to CT on regular basis | Before mid-term  3-4 formally observed lessons (1-2x US, 1-2x CT)   * Intern will provide formal plans to US prior to observations, and submit written reflections about each lesson to the observer. * US and CT will provide written feedback on each lesson observed. |
| **After mid-term**  3-4 formally observed lessons (1-2x US, 1-2x CT)   * **Intern** will provide formal plans to US prior to observations, and submit written reflections about each lesson to the observer. * **US and CT** will provide written feedback on each lesson observed. |
| 2 videotaped lessons   * 1 before mid-term conference * 1 before final conference | * **Intern** will complete written self-assessments, and send videos and reflections to US and CT. * **US and CT** will provide written feedback about the video lessons and intern self-assessments. |
| Mid-Term Conference | Three-way conference among US, CT, and Intern to provide formative feedback.   * **US** will complete Certification of Teaching Capacity (CTC) form *(US may schedule formal observation to correspond to this visit)*. |
| Final Conference | Three-way conference among US, CT, and Intern that is more summative in nature.   * **US** will complete Certification of Teaching Capacity (CTC) form with signatures, and upload to *TaskStream* as EE4 *(US may schedule formal observation to correspond to this visit).* |
| Journals | * **Intern** will complete a minimum of 6 entries and submit to US and CT. * **US and CT** will provide feedback to intern |
| TaskStream Requirements | * **Intern** will complete and upload edTPA, IGP and EE6 to *TaskStream.* * **Seminar instructor** will evaluate IGP EE6. * **US** will enter CTC scores into Task Stream. |
| Intern Notebook | **Intern** collects all relevant internship materials in a binder to bring to conferences and seminar class. |
| End of Semester | **US** will submit Intern II US checklist, signed mid-term CTC, signed final CTC, and grade sheet to Office o Field Experiences (Killian 201D), upload Intern grade to *MyCat*, and evaluate EE4 on *TaskStream*. |