Undergraduate ELMG and Inclusive Education Programs

Intern 1 Expectations and Roles

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

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| 10 full lesson plans, written and taught* must be approved by the CT at least 2 days prior to teaching
 | Before mid-term2 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.
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| **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.
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| 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.
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| 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.
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| 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)*
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| 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
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| 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***

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| Minimum of 3 weeks of independent full-time teaching, planning, and other duties* Plans submitted to CT on regular basis
 | Before mid-term3-4 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.
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| **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.
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| 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.
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| 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)*.
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| 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).*
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| Journals | * **Intern** will complete a minimum of 6 entries and submit to US and CT.
* **US and CT** will provide feedback to intern
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| 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.
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| 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*. |