**Western Carolina University Office of Field Experiences**

**Intern II/Student Teacher University Supervisor Checklist**

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| --- | --- | --- | --- | --- | --- |
| Intern Name: |  | Phone: |  | Email: |  |
| School: |  | | School Phone: |  | |
| Grade Level / Teaching Subject: |  | | | Semester: |  |
| Cooperating Teacher: |  | Phone: |  | Email: |  |
| University Supervisor: |  | Phone: |  | Email: |  |
| Academic  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/ST teacher candidate will begin to assume full teaching responsibilities and must document a minimum of 3 weeks (ELEM Program) or minimum of 6 weeks (Middle Grades and Secondary Programs) of full-time independent teaching duties and responsibilities. Specific programs can require a higher minimum. Contact your program coordinator for details. 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 edTPA portfolio, complete Praxis exams (if required), and attend job fairs and interviews.

1. **Lessons and Observations**

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

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

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

#1 CT: \_\_\_\_\_\_\_\_\_\_ US: \_\_\_\_\_\_\_\_\_\_AS: \_\_\_\_\_\_ (if applicable) #2 CT: \_\_\_\_\_\_\_\_\_\_ US: \_\_\_\_\_\_\_\_\_\_AS: \_\_\_\_\_ (if applicable)

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/Academic 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 conference among the US, CT, AS, 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 conference with the US, CT, AS, 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, Academic Supervisor and University supervisor will determine if more than six entries are necessary. The intern submits journal entries to the Cooperating Teacher, Academic Supervisor 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 and Academic Supervisor have received journal entries and responded to them.

Dates journals received from the Intern:

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

1. **TaskStream Requirements**

An important part of the Intern II semester is the completion of the Teacher Work Sample edTPA portfolio. All Intern II and Student Teacher candidates will be responsible for completing the edTPA portfolio

The final evaluation of all aspects of the **edTPA** are submitted to *TaskStream* andwill be evaluated by an approved scorer. This document is an important piece of evidence that will be submitted to the Department of Public Instruction and will become part of the Intern’s licensure paperwork. Teacher candidates 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

At the end of internship, University Supervisors should complete the final **Dispositions Assessment** in *TaskStream*.

1. **Intern Notebook**

It is recommended that Interns collect all relevant internship materials—teaching schedule, formal lesson plans, written feedback from the CT, AS 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.

**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*

Ensure all portfolio requirements completed and assessed by the appropriate assessor on *TaskStream*

­ Grade posted in *MyCat*

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