**Western Carolina University Office of Field Experiences**

**Intern I University Supervisor Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Intern Name: |  | Phone: |  | Email: |  |
| School: |  | School Phone: |  |
| Grade Level / Teaching Subject: |  | Semester: |  |
| Cooperating Teacher (CT): |  | Phone: |  | Email: |  |
| University Supervisor (US): |  | Phone: |  | Email: |  |
| AcademicSupervisor (AS): |  | Phone: |  | Email: |  |
| SeminarInstructor:  |  | Phone:  |  | Email:  |  |

**University Guidelines**

Internship I is part-time student teaching. Teacher candidates follow the WCU calendar.

1. **University Supervisor Visits (3-4 in all, including at least 2 face-to-face observations, please list dates)**
2. \_\_\_\_\_\_\_\_\_\_\_\_\_ Attend CEAP Office of Field Experience Orientation
3. \_\_\_\_\_\_\_\_\_\_\_\_\_Initial Contact. Review this checklist, exchange contact information, answer questions, and clarify expectations for the semester.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_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. Written feedback will be provided to the Intern for each formal observation.
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 Intern I midterm evaluation form and should be formative in nature, focusing on the intern’s strengths and needed growth areas.
6. \_\_\_\_\_\_\_\_\_\_\_\_\_Formal Observation
7. \_\_\_\_\_\_\_\_\_\_\_\_\_ Video Feedback (See below.)
8. \_\_\_\_\_\_\_\_\_\_\_\_\_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 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. The Intern I grade sheet should be completed as well.
9. **Cooperating Teacher Feedback**

The cooperating teacher will provide regular formative feedback on lessons taught and overall teaching knowledge, skills, and dispositions. Cooperating teachers are required to provide written feedback for at least two lessons during the internship; one prior to the mid-term conference and one prior to the final evaluation conference.

#1\_\_\_\_\_\_\_\_ #2\_\_\_\_\_\_\_\_\_\_ Video Feedback (see below) \_\_\_\_\_\_\_\_\_\_

1. **Video Recordings**

At least one lesson during the semester should be video recorded. The purposes of the video lesson are for the intern to be able to evaluate his/her teaching and to practice video recording for future edTPA work. The intern will complete a self-reflection for the video and then upload the video and self-reflection on TaskStream within the Initial Licensure Portfolio. The Intern should be sure to check the picture and audio. The University Supervisor will provide written feedback.

Date of video lesson: \_\_\_\_\_\_\_\_\_\_\_ Date self-reflection received from the intern: \_\_\_\_\_\_\_\_\_\_

1. **Lessons and Observations**

Individual programs, not University Supervisors, determine the specific number of lessons to be written and taught. Approximately half of the lessons should be taught by midterm and half after midterm. All lesson plans must be approved by the CT at least two days prior to the teaching event. Please see program specific guidelines.

1. **Grading**
	1. \_\_\_\_\_ Grade sheet completed at final conference.
	2. \_\_\_\_\_ US posts grade in MyCat.
2. **Summary of Required Items for University Supervisor to Collect and Submit to OFE**
	1. \_\_\_\_\_ Signed Midterm/Final Evaluation Form
	2. \_\_\_\_\_ Final Grade Sheet
	3. \_\_\_\_\_ This US Checklist
	4. \_\_\_\_\_ Program-Specific Checklist
3. **Program Specific Guidelines**

Each program will provide a specific description of additional guidelines and requirements including the following.

* Minimum requirements for number of lessons taught
* Reflection requirements, including journaling
* Other items as deemed appropriate