**OVERVIEW OF ELMG INTERN 1 EXPECTATIONS AND REQUIREMENTS**

* **Attendance:**
  + No more than 3 absences
  + Contact the CT and US as soon as possible
  + Must be made up as soon as possible
  + More days will need approval by the Director
* **Notebook:**
  + Time sheet
  + Class Schedule (Host School)
  + Academic Calendars (Both)
  + Observations
  + Journals w/ responses
  + Paper for notes and questions
* **Calendar**:
  + Intern I: Follow WCU Calendar
* **Professionalism:**
  + Etiquette & Behavior:
    - Sign-in and follow ALL school rules
    - BE RESPECTFUL TO EVERYONE
      * Mannerism
      * Behavior
      * Speech
      * DRESS
* **Expectations:**
  + During Intern I be as ACTIVE AS POSSIBLE in the classroom.
    - Small-groups
    - Mini-lessons
    - Interact with students
* **Journals:**
  + Complete a MINIMUM OF 4 entries and submit to US and CT.
  + US and CT will provide feedback to intern

**All items on this sheet have been reviewed and discussed.**

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**Intern Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cooperating Teacher Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_University Supervisor Date**

* **Teaching Lessons:**
  + MINIMUM of **10** FULL Lessons taught
    - 2 before Mid-Term (formally observed)
    - 2 after Mid-Term (formally observed)
      * *Choose a variety of subjects and lesson formats.*
  + **Lesson Plans must be submitted to CT & US 2 days prior to formal observation**
  + *Make sure you understand what lesson plan format is required by your department/academic supervisor/seminar instructor*
  + **Self-Reflections** of lessons must be submitted to CT & US for ALL 10 LESSONS *within 1 week of teaching the lesson*.
* **Videotaping Lessons**:
  + 1 Video Taped Lesson
  + Complete written self-reflection and evaluation, and send video and reflection to US and CT.
  + **US and CT** will provide written feedback about the video lesson and intern self-assessment
  + *Cameras are available in the CEAP. You may check them on any day (8:00-5:00), and office will be open late on Mondays to accommodate Intern II students.*
* **Co-Teaching Model**
  + Discuss with your CT the “comfort” levels and decide what the best approach will be between you and your CT.
* **Teacher Work Sample**
  + Intern will complete and upload Individual Growth Plan and EE3 to TaskStream.
  + Seminar instructor and CT will evaluate the planning portion (EE3) of the Teacher Work Sample.
  + Seminar instructor will evaluate IGP.
  + US monitors completion and assessment process by CT.
* **Identification**:
  + If no ID is provided by the school, wear your CATCARD on a lanyard for identification purposes.
* **Substituting**:
  + Intern I: Not on days when interns are required to be in host classroom or attending WCU classes

**OVERVIEW OF ELMG INTERN 2 EXPECTATIONS AND REQUIREMENTS**

* **Attendance:**
  + No more than 3 absences
  + Contact the CT and US as soon as possible
  + Must be made up as soon as possible
  + More days will need approval by the Director
* **Calendar**:
  + Intern II: Follow Host School Calendar until last day of classes at WCU
* **Professionalism:**
  + Etiquette & Behavior:
    - Sign-in and follow ALL school rules
    - BE RESPECTFUL TO EVERYONE
      * Mannerism
      * Behavior
      * Speech
      * DRESS
* **Journals:**
  + Complete a MINIMUM OF 6 entries and submit to AS, US and CT.
  + AS, US and CT will provide feedback to intern
* **Teaching:**
  + MINIMUM OF 10 CONSECUTIVE WEEKS OF FULL-TIME TEACHING (50 DAYS)
  + **Lesson Plans must be submitted to CT & US 2 days prior to formal observation**
  + *Make sure you understand what lesson plan format is required by your department/academic supervisor/seminar instructor*
  + **Self-Reflections** of lessons must be submitted to CT & US for all formally observed lessons *within 1 week of teaching the lesson*.

**All items on this sheet have been reviewed and discussed.**

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**Intern Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cooperating Teacher Date**

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* **Videotaping Lessons**:
  + 2 Video Taped Lessons
  + 1 BEFORE Mid-Term/1 BEFORE Final Conference
  + Complete written self-reflection and evaluation, and send video and reflection to US and CT.
  + **US and CT** will provide written feedback about the video lesson and intern self-assessment
  + *Cameras are available in the CEAP. You may check them on any day (8:00-5:00), and office will be open late on Mondays to accommodate Intern II students.*
* **Co-Teaching Model:**
  + Discuss with your CT the “comfort” levels and decide what the best approach will be between you and your CT.
* **Teacher Work Sample:**
  + Intern will complete and upload EE5 and EE6 to TaskStream.
  + Seminar instructor will evaluate EE5 and EE6.
  + US and CT will evaluate EE5 portion of the Teacher Work Sample, and provide guidance for EE6 if needed.
  + US will enter CTC scores into Task Stream.
* **Identification**:
  + If no ID is provided by the school, wear your CATCARD on a lanyard for identification purposes.
* **Substituting**:
  + Students may substitute after 2 FULL WEEKS of FULLTIME teaching and ONLY IN CT CLASSROOM/CLASSES
  + After 50 days – Any class, but only at Host School with CT permission.
  + **Observations AFTER Teaching:** When finished student teaching (50 days) I MUST know where and how you are spending the rest of your semester days. Approval is needed.