**OVERVIEW OF INTERN 1 EXPECTATIONS AND REQUIREMENTS**

* **Attendance:**
  + No more than 2 absences
  + Contact the CT and US as soon as possible
  + Must be made up as soon as possible
  + Additional 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 weekly reflections 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**

* **Teaching Lessons:**
  + MINIMUM of 5 - **10** FULL Lessons taught
    - *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 LESSONS *within 1 week of teaching the lesson*.
* **Videotaping Lessons**:
  + 2 Video Taped Lesson
  + Complete written self-reflection and evaluation, and send video and reflection to US and CT.
  + **US and CT** will review and provide written feedback for at least one 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.
* **TaskStream Requirements**
  + Intern will complete and upload Individual Growth Plan to TaskStream.
  + Seminar instructor will evaluate IGP.
* **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

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**Cooperating Teacher Date**

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**University Supervisor Date**

**OVERVIEW OF 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 CT, US (and AS if applicable).
  + CT, US (and AS if applicable) will provide feedback to intern
* **Teaching:**
  + MINIMUM OF 3 WEEKS OF INDEPENDENT FULL-TIME TEACHING (or program specific)
  + Allow for phase-in and phase-out periods
  + **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 (and AS if applicable) for all formally observed lessons *within 1 week of teaching the lesson*.

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

* **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.
* **TaskStream Requirements:**
  + Intern will complete and upload EE6 to TaskStream.
  + Intern will submit edTPA to TaskStream
  + Intern will complete program evaluation survey
  + Seminar instructor will evaluate EE6.
  + US will enter CTC scores into Task Stream.
  + US will complete final disposition evaluation.
* **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
  + Any class, but only at Host School with CT permission during the last two weeks of the semester.

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**Intern Date**

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**Cooperating Teacher Date**

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**University Supervisor Date**