**Western Carolina University Office of Field Experiences**

**Intern II Program Specific Guidelines and Checklist**

**Intern Name: Program:**

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| **Requirement** | **Description** | **Date & Initial when Completed** |
| Program Name | **Secondary Social Sciences, English, Math, Science, and Spanish, and** **K-12 Art and Music** |
| Minimum Full Time Teaching Requirements | The minimum requirement for these programs is six (6) weeks as lead teacher in all host teacher’s/teachers’ classes. This may include co-teaching in some classes or may be further modified, subject to *the needs of host school and CT* **and** to *the approval of the AS and academic program head*. University supervisors shall not make the decision to extend or abridge the period of lead or solo teaching.  |  |
| Lesson Plan Requirements | This will be determined on a case by case basis according to consensus among CT, US, AS, and student teacher/intern; however, for every scheduled observation by US or AS, the candidate will provide CT, US and AS with a lesson plan no later than 24 hours before the observation. Particular programs may have additional requirements (for instance, programs may allow candidates to begin writing briefer lesson plans at specified points of the semester, may require a running binder of lesson plans in the classroom to be updated weekly, etc.) In particular, all English interns/student teachers must submit the coming week’s lesson plans to the CT *a minimum of 24 hours* before the Monday morning of that week, and all Art interns must submit the coming week’s lesson plans to the CT *one week in advance.* |  |
| Reflection Requirements (including journaling) | All candidates will provide a brief *weekly* reflection (300-500 words, approximately two paragraphs) to AS each Sunday night (this may be by e-mail or on BlackBoard, as AS determines.) These reflections will follow prompts provided by the programs (a set of common prompts is in the process of development.) *The intern will select 5 of these reflections to share with US and CT over the course of the semester.*  |  |
| Other | AS and US may choose to coordinate their observations or to complete them separately; joint conferences will be scheduled by consensus among AS, US, CT, and student teacher/intern. No single member of the team will schedule joint conferences unilaterally.  |  |