**Western Carolina University Office of Field Experiences**

**Intern I Program Specific Guidelines and Checklist**

**Intern Name: Program:**

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| Requirement | Description | Date and Initial when Completed |
| Program Name | **English Education** | |
| Required Number of Lessons to Teach | **Five**, for candidates taking the Internship for the full three credits; **three**, for candidates taking the Internship as one or two credits. However, it is preferable for all candidates to teach and co-teach as many lessons during Internship I as possible, allowing for the needs of the CT and the demands of the Intern’s WCU schedule. |  |
| Lesson Plan Requirements | 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. For each lesson taught which is not observed by AS or US, lesson plan must be provided to CT no later than 24 hours before it is to be taught. |  |
| 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. |  |