**Western Carolina University                         Office of Field Experiences**

**Intern I  Guidelines and Checklist for Secondary Mathematics Education**

**Intern Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Requirement | Description | Date and Initial when Completed |
| Program Name | **Secondary Mathematics Education** | |
| Required Number of Lessons to Teach | **Five** lessons are required with at least two before and two after midterm; 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 program. The intern will select 5 of these reflections to share with US spread over the course of the semester. |  |
| Other | Observations should be spaced throughout the term with at least one before and one after midterm. 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 intern. No single member of the team will schedule joint conferences unilaterally. |  |