**Western Carolina University                         Office of Field Experiences**

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

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

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| **Requirement** | **Description** | **Date & Initial when Completed** |
| Program Name | **Secondary Mathematics Education** | |
| Minimum Full Time Teaching Requirements | The minimum requirement for the Secondary Mathematics Education program is six (6) weeks to (10) weeks as lead teacher in all host teacher’s/teachers’ classes. Length of full time teaching will be determined on a case by case basis according to the needs of the candidate and CT. 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 coordinator. University supervisors shall not make the decision to extend or abridge the period of lead or solo teaching. |  |
| Lesson Plan Requirements | All candidates must submit the coming week’s lesson plans to CT by Friday morning of the prior week. Modification of this requirement will be determined on a case by case basis according to consensus among CT, US, AS, and 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. |  |
| 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. 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. |  |