**Western Carolina University Office of Field Experiences**

**Intern I Program Specific Guidelines**

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| **Middle Grades EducationInitial Licensure** | **Met/Not Met** |
| Teaching & Reflection Requirements  | **10 Lessons**5 before midterm 5 after midtermTwo of these lessons will be formally observed before the midterm: one lesson by the University Supervisor and one lesson by the Cooperating Teacher with written documentation. Each lesson will include a written reflection following the teaching of the lesson. The same procedure is in place after the midterm: five lessons taught with two formal observations--one lesson by the university supervisor and one lesson by the cooperating teacher with written documentation. -All lesson plans must be approved by the CT at least two days prior to the teaching event. -CT initials on the top of lesson plan indicate approval to teach. -All 10 lessons should be written using a template obtained through a WCU Middle Grades Education course.  | **Indicate Dates of Lesson. Please note which were formally observed as well.** |
| Lesson 1: |
| Lesson 2: |
| Lesson 3: |
| Lesson 4: |
| Lesson 5: |
| Lesson 6: |
| Lesson 7: |
| Lesson 8: |
| Lesson 9: |
| Lesson 10: |
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| Binder  | Candidates must keep an 3-ring binder, with appropriately labeled tabs, that includes:OFE HandbookOFE Intern I Checklist & Grade Sheet Elementary Ed Program Specific Guidelines (this sheet)Teaching scheduleFormal lesson plans & reflectionsWritten feedback from the CT and USMid-term and final evaluation formsOther items that the candidates deems necessary to demonstrate their teaching proficiency may be included. Binders **must be available** to US on each visit**.** Binders may be digital folders or paper copies. |  |
| Other | If the University Supervisor or Cooperating Teacher deem that more than the minimum requirements need to be demonstrated by the candidate please include documentation here (e.g., an action plan). |  |