

EDN 411 – Expectations for Interns Fall 2005

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Expectations:

- **Handbook.** Adhere to EDN 411 Syllabus and Practicum Semester Handbook requirements.
- **Contact information.** Provide your partnership teacher and university supervisor with contact information including phone number, address, and e-mail.
- **Classroom management.** Learn the classroom management system used by your partnership teacher. You are encouraged to develop your own classroom management system and/or class rules, but make sure you receive prior approval from your partnership teacher.
- **Professional Development Plan.** See guidelines.
- **Notebook.** Organize a notebook that will be available at any time for review by your partnership teacher and university supervisor. Its contents serve as a communication vehicle. Select items from this notebook as support evidence in your Professional Development Plan. It may include the following sections tabbed for easy reference:
 - a. Class schedule – update as needed
 - b. Practicum Semester Planning/Record Sheet
 - c. Lesson plans as completed
 - d. Coaching plans
 - e. Feedback from partnership teacher and university supervisor
 - f. Site seminar log form
 - g. Activities (information you'd like to share)
- **Communication journal.** The partnership teacher is asked to initiate a communication journal beginning on the intern's first day in the classroom. The University Supervisor may also discuss additional requirements regarding reflection and communication.
- **Lesson plans.** Write lesson plans that are detailed and complete. **Submit lesson plans to your partnership teacher for approval on the schedule requested, normally one week before you plan to implement them.** As the semester progresses, the university supervisor, the partnership teacher, and the teacher intern will determine the condensed format for lesson planning. Regardless of the format

utilized, the lesson plan should clearly state objectives, teaching strategies/activities, materials required and assessment procedures.

- **Coaching plans.** Participate in the coaching process on a regular basis as a tool for monitoring professional growth. Active participation includes the willingness and initiative to identify coaching areas, determine potential data collection strategies, and regularly monitor your progress. The coaching plan both guides you in establishing growth goals and identifies evidence that assists in monitoring progress. Review your current coaching plan weekly to update and revise. File copies of the coaching plan in your notebook and provide your supervisor with one copy at each visit.
- **Observations.** Four formal evaluations will be conducted using the specified form. In addition, you will be asked to demonstrate evidence of growth throughout the internship in your *Professional Development Plan*. The university supervisor and partnership teacher will complete a midterm and final *Performance Evaluation Scale*. Through the course of the semester, your supervisor may elect to do additional observations and evaluations.
- **Videotaping.** It is highly recommended that the intern videotape at least one lesson for the purpose of self-evaluation and professional growth. This provides a basis for discussion and reflective coaching opportunities with the partnership teacher.
- **Teaching responsibilities.** Full-time teaching responsibilities must be held for a **minimum** of 30 teaching days. Please note that interns who complete only the minimum time commitment should expect only a minimum grade. Taking advantage of these teaching opportunities assists you in developing a repertoire of best practices. Beginning the first day at the placement site, the intern also assumes the non-instructional duties assigned to the partnership teacher. These may include hall duty, PTA meetings, faculty meetings, staff development, changing classroom centers or bulletin boards, etc. Teacher interns follow their placement site school calendar including teacher workdays and holidays.
- **Absence.** Teacher interns are required to notify their partnership teacher and university supervisor no later than one hour before the start of the school day if they are to be absent from school. Interns are required to provide lesson plans and materials as applicable for the day that they are absent. Lesson plans and materials should be in the classroom prior to the start of the school day. Excessive absences may result in an extended practicum or postponement of the internship to another semester.