

The Intern's Role

The intern occupies a dual role in that he or she is both a college student and a teacher with all the implications of each classification. As a student, he/she is subject to all regulations governing the relationship between student and college teacher. As a teacher, he/she is working as a professional and must accept the responsibility of the position.

Interns are assigned to a school campus for the entire semester to meet State Board for Educator Certification requirements. During the assigned time, interns are required to follow the daily schedule of the campus to which they are assigned. **Interns will begin by observing and assisting the first week. Beginning with the second week, interns may start teaching one period a day and pick up one period each week and gradually move into teaching the entire day. Interns will eventually teach the entire day for a minimum of three weeks.** He or she will teach in as many different situations as possible during the 18 weeks of internship.

Professional Responsibilities

1. Conduct oneself in a professional manner. Maintain a professional relationship with the students, faculty and staff at all times.
2. Conform to professional dress and grooming standards.
3. Be fair, impartial, and consistent in working with students.
4. Be open to constructive suggestions and incorporate them in subsequent planning and teaching.
5. Research the subject matter and adequately prepare to teach the subject each day.
6. Identify the students by name as quickly as possible.
7. Observe and study the mentor teacher's plans, techniques, discipline procedures, and classroom organization and management before attempting to direct any project.
8. Be proficient in the correct usage of written and oral language.

Responsibilities to the Campus

9. Become familiar with and abide by all school policies.
10. Plan, write and teach a minimum of one unit, which will be taught during a minimum three weeks of full time teaching.
11. Be regular and punctual in meeting all classes. Observe the same hours as the mentor teacher for the portion of the day assigned to him or her whether it is all day or half a day.
12. Attend all day or evening campus sponsored activities. Attend professional meetings and in-service programs.
13. All personal absences need to be cleared by the mentor teacher and the university supervisor. Excessive absences may adversely affect the intern's grade or lengthen the intern's assignment. If you are going to be absent, call your supervisor, your teacher, and your school.

Responsibilities to the University

14. Have lesson plans ready and approved by your mentor teacher, according to your teacher's and school's policy, prior to your lesson.
15. Send weekly reflection and time documentation sheet to the university supervisor each Friday.