

## ***Internship Semester***

The internship semester is one of the most important components of our teacher education program. The internship site and mentor teacher are both critical for the success of the intern. The mentor teacher may be the single most influential person the intern encounters in their development from teacher candidate to professional teacher. Tarleton State University sincerely appreciates the skilled and dedicated professionals who are willing to individually serve in this extremely important role of mentor teacher.

### ***The Mentor Teacher's Role***

The relationship between the mentor teacher and the intern is one of the most important factors in the practicum in teaching program. The intern will gain much from the background and experience of the mentor teacher. Thank you for choosing to have a TSU intern. Tarleton State University appreciates what you do and values your service.

#### ***Role of the Mentor Teacher***

1. Introduce the intern as one of the teachers.
2. Explain to the intern what is expected of him/her as a teacher at the particular school, including an orientation of the following:
  - a. School policies and procedures
  - b. Lesson plans and unit plans
  - c. Appropriate student records
  - d. Student Handbook and Faculty Handbook
  - e. Attendance requirements for interns
3. Provide a desk/table and chair, copy of teaching schedule, and a teacher's edition of each textbook for the intern.
4. Help the intern develop successful classroom management techniques.
5. Place the intern in as many different situations as possible during the eighteen-(18) weeks that the student is under your direction.
6. Ensure that the intern teaches as much as possible during the time that he/she is in your class.

## **Recommendations to the Mentor Teacher**

1. Allow the intern to assume teaching responsibilities gradually. The following are examples of ways to turn your class over to the intern.
  - a. Give the intern the responsibility of one or two classes.
  - b. When ready, increase the intern's teaching load to a third or fourth class.
  - c. The mentor teacher should provide the opportunity for the intern to write and teach a minimum of one unit, which will be taught during a minimum of three weeks of full time teaching. It is suggested that the intern be allowed to teach more than three weeks.
2. Set aside time each week for:
  - a. a formal meeting to review the week's teaching and work
  - b. informal observations
  - c. planning the next week's lessons.
3. Communicate to the university supervisor your concerns, suggestions, or obvious problems with the intern.
4. Be willing to let the intern try a variety of ideas.
5. Help the university supervisor make frequent evaluations of progress. Constructive feedback helps the supervisors do a better job in conferences with the student. The classroom teacher's evaluations are considered when the supervisor determines the final grade.