Completed Fall Semester

NAME

- Pre-Internship Report- Due Sept. 2
- Letter of Introduction to Parents
- Complete Behavior Observation Form
- Complete Observation of MT with FI
- Video Permission obtained
- Video ready – due November 11
  - Lesson plan
  - Self reflection
- Prepare for Assessment Conference
- Substitute Teaching Form signed and given to coordinator
- Long Range Lesson Plans Folder:
  - Discussion with MT/FI-Unit Outline
  - revised outline & at least 3 lessons – Oct. 29
  - Weekly lesson plans
  - Goals/objectives
  - Student activities
  - Materials
  - Assessments
- Collecting items for Portfolio – on going
- Complete tally for Substituting and give to coordinator
- Accomplishments for fall semester

Completed Spring Semester

- Letter to parents, if appropriate – week of January 9th
- Complete Behavior Observation form (if appropriate)
- Complete Generic Observation of MT
- Review IEPs of students
- Video Permission obtained
- Sign up for CPR Training/First Aid Training-if needed
- Submit front and back of CPR/FA signed card
- Video ready – due February 24th
  - Lesson Plan
  - Self-reflection
- Resume due to FI – February 10th
- Prepare for Assessment Conference
- Complete substitution form and give to coordinator
- Portfolio Presentation – April 20th
- Letters of Recommendation identified
- Observed IEPC
- Participated IEPC
- Practice Writing IEPC
- Complete exit survey-Due at last seminar April 20th
- Complete substitute tally and give to coordinator
- Return green handbooks to FI on April 20th