Intern-Internship Requirements Checklist 2013-2014

Completed  Gen. Ed. Semester  

NAME

- Pre-Internship Report- Due by Friday, August 30th - 1st Seminar
- Letter of Introduction to Parents-Week of September 13th, 2013
- Complete Behavior Observation Form of MT (Independently during first 2 weeks)
- Complete Observation of MT with FI
- Observe your MT using the Observation Checklist (Take notes on the form to ask FI)
- Video Permission obtained
- Video ready – Due November 8th for seminar
  - Copy of Lesson plan
  - Copy of Self reflection
- Prepare for Midterm Assessment Conference
- Complete Substitute Teaching Waiver Form- signed and given to Coordinator
- Long Range Plans Folder for your Field Instructor by Dec. 6th
- Collecting items, pictures, artifacts, etc. for Portfolio – On going
- Complete Substitute Teaching Log Form and turn in to FI by end of Fall semester
- Accomplishments for Fall Semester

Completed  Spec. Ed. Semester

- Letter to parents, if appropriate – Week of January 10th, 2014
- Complete Behavior Observation form (Independently, if appropriate)
- Complete Generic Observation Checklist of MT
- Observe your MT using the Observation Checklist (Take notes on the form to ask FI)
- Review IEPs of students on your caseload
- Review and Discuss various Behavior Plans for students with MT
- Video Permission obtained
- Sign up for CPR Training/First Aid Training-if needed
- Video ready – Due February 28th
  - Copy of Lesson Plan
  - Copy of Self-reflection
- Resume Due to FI – February 14th
- Prepare for Midterm Assessment Conference
- Complete Substitute Teaching Waiver Form- signed and given to Coordinator
- Portfolio Presentation – April 18th
- Letters of Recommendation Identified & Requested
- Observed an IEPC
- Participated in an IEPC
- Practice Writing an IEPC
- Complete exit survey-Due at the last seminar on April 18th
- Complete Substitute Teaching Log Form and turn in to FI by end of Spring semester
- Submit front and back of CPR/FA signed card to Student Affairs Office
- Complete On-line Application for Teacher Certification