## Internship Requirements Checklist for 2015-2016

### Completed 2015 Fall Semester

- Pre-Internship Report- Due by Friday, Sept. 4\(^{th}\)-1\(^{st}\) Seminar Class Begins
- Letter of Introduction Sent home to Parents (approved by your MT-Week 1)
- MSU Video & Photo Permissions forms sent home to Parents (Week 1-2)
- Complete Behavior Observation Form of MT-1\(^{st}\) two weeks in classroom
- Complete Behavior Observation Form of MT with FI by Sept.24\(^{th}\)
- Sign up for CPR Training/First Aid Training-if needed
- Schedule Midterm Assessment of Progress (AOP) Conference w/ FI (Week 8-10)
- Complete Midterm AOP form (Week 8-10)
- Substitute Teaching Form signed and given to Coordinator (After midterm)
- Complete substitute tally log sheet and give to Coordinator in December
- Video-taped Lesson w/Lesson plan & Reflection-Due Nov. 6\(^{th}\) for seminar
- Collect items, pictures, artifacts, etc. for Portfolio-On-going during semester
- Letters of Recommendation identified & Requests sent out (Week 9-11)
- Edit and Update Teaching Resume-On-going
- Complete AOP Conference with FI & MT (Week 14-15)
- Make a list of fall accomplishments at the end of semester for FI

### Completed 2016 Spring Semester

- Letter of Introduction Sent home to Parents (approved by your MT-Week 1)
- MSU Video & Photo Permissions forms sent home to Parents (Week 1-2)
- Complete Behavior Observation Form of MT-1\(^{st}\) two weeks in classroom
- Complete Behavior Observation Form of MT with FI by Jan. 21\(^{st}\)
- Intern Rough Draft of Resume Due to Field Instructor in seminar on Fri., Feb. 12\(^{th}\)
- Schedule Midterm Assessment of Progress (AOP) Conference w/ FI (Week 8-10)
- Complete Midterm AOP form (Week 8-10)
- Substitute Teaching Form signed and given to Coordinator (After midterm)
- Complete substitute tally log sheet and give to Coordinator in April
- Video-taped Lesson w/Lesson plan & Reflection-Due Feb. 19\(^{th}\) for seminar
- Collect items, pictures, artifacts, etc. for Portfolio-On-going during semester
- Letters of Recommendation identified & Requests sent out (Week 9-11)
- Schedule Midterm Assessment of Progress (AOP) Conference w/MT & FI
- Substitute Teaching Form signed and given to Coordinator (After Midterm)
- Complete AOP Conference with FI & MT (Week 14-16)
- Make a list of spring accomplishments at the end of semester for FI
- Portfolio Presentation to share with FI group-April 22\(^{nd}\)
- Complete Intern-FI Evaluation form-Due during final exam week (May 2\(^{nd}\)-6\(^{th}\))
- Complete On-line Application for Teacher Certification

*If in Special Ed. Placement Setting:

- Review IEPs of students on your caseload
- Observe & Participate 2-3 IEPC Meetings when available
- Practice Writing out IEPC forms, goals and objectives, etc... w/ MT when applicable
- Review & Discuss various Behavior Plans for students on your caseload w/ MT