Special Education Intern Opening Day Institute  
Thursday, August 22, 2013

9:00-12:00 pm Erickson Kiva- Interns Only  
12:00-3:00 pm Erickson KIVA- Interns, Mentor Teachers & Fl’s

**Morning Session**

9:00-9:15 am  Sign In & Locate your Field Instructor Group
9:15-9:20 am  Welcome to Interns & Introductions – Lisa Plascencia
9:20-10:15 am Surviving and Enjoying the Internship
Field Instructor Group Activities
9:20-9:40 am  -Getting to Know You: (20 min.)
9:40-9:55 am  -Folder Walk Through w/ Internship Materials: (15 min.)
9:55-10:05 am  -Skit brainstorming and planning: (10 min.)
10:05-10:15 am Stretch Break and Divide in Two Groups
10:15-10:30 am Skit Planning and Rehearsal Time-Internship Topics & Expectations
10:30-11:00 am Skit Sharing Time & Review
11:00-11:20 am Former Interns-Tips & Advice: (15 min.)
   Questions, Issues, and Concerns-Lisa
11:20-11:50 pm Lunch for the Interns – Room 252

**Afternoon Session**

12:00-1:00 pm  Registration for Interns & Mentor Teachers (MTs)
*Welcome & Introductions – Lisa Plascencia
*Faculty Comments – Dr. Troy Mariage, Spec. Ed. Program Coordinator
*Meeting the Teaching Standards- Dr. Troy Mariage
*New electronic updates to our program

1:15-2:15 pm  Break Out Sessions with Field Instructors, Mentor Teachers & Interns
   **Kiva:** Lisa Plascencia & Tina Brander
   116A:  Bette Jo Brubaker
   116B:  Denise Bereznoff
   212:  Judi Malecki
   252:  Paula Pritchard
   310:  Dottie Berzins
   133F:  Jim Veurink
   116H:  Cindy Servis

2:15-3:00 pm  Planning time for Mentor Teachers & Interns
*Please turn in your Feedback Form to your field instructor before you leave!

*Thank you for attending and best of luck on a successful Internship year!!
Tips for Mentor Teachers

What Worked Well
- Allowing interns to try different things (IEP’s, teamings)
- Walk out of the room- give them a confidence boost
- List dates and expectations for semester- open calendar
- Encourage to write questions down
- Evaluation forms

Helping Interns/Mentor Teachers
- Give them a calendar (specific dates) and schedule
- Give a spreadsheet of student IEP goals; log sheets
- Set time for planning, COMMUNICATION
- MT had on-going journal, notebook critiquing progress
- Guide them through entire IEP process/RTI- have them experience the entire intake process
- Help them see the flexibility that’s needed (schedules are not carved in stone
- Planning together/scaffolding
- Role as an intern (specific)
- Stepping back and letting intern take over
- Have intern understand they will have their own style

Tips for Next Year
- Less class work/coursework for MSU time constraints and work expectations
- Journaling- Daily/Weekly- House keeping skills
- Be clear about expectations from the start!
- Let interns find their own style, make their own mistakes
- Be sure to know interns as people as well as interns
- Be honest!
- Be deliberate and intentional about meeting-planning, feedback, etc.
- Be a true mentor
- Have fun!!

Tips for New MTs
- Make sure you don’t shield them for what you REALLY do
- Know when to jump in and know when not to
- Appreciate the resource room “dance”
- Look at observation sheet to:
  - get mentor organized
  - pick areas of focus
  - get intern used to feedback
- Daily Dose for instant positive feedback and/or constructive criticism
  - “Keep it up…..” and “Things to work on…..”
- Bulletin Board to introduce intern to students
  - “Me in a Bag” - once in September and January
Orientation Breakout Session
Mentor Teachers, Interns, Field Instructors

What is expected of Mentor Teachers (MT’s) –
http://www.education.msu.edu/cepsse/specialed/undergraduate/internship/

1. Communication
   - Open / responsive
   - Model throughout the day
   - Teacher Presence in the classroom
     - Co-teacher
     - Side line coach
   - Discussion how to plan and prepare
     - Schedule
     - Transitions
     - Discipline
     - Grouping of students
   - Feedback – consistently, oral and written, encouraging, reflective journal

2. Use electronic generic observation form – Approximately 2 per month with reflective comments/feedback
   *Requirement-3 forms completed by MT and FI before the midterm assessment meeting and 2-3 observation forms need to be completed after the midterm meeting for second half of the semester.

3. Share / inform
   - Policy for
     - Discipline
     - Staff / professional responsibilities
     - Absences
     - Building service / support
   - CA60, IEP, transition, 504 plans, behavior plans
   - Prepare for and/participate in IEP’s

4. Show students / class that intern is a teacher-Not a volunteer, assistant, parapro

5. Model throughout the day of best teaching practice

6. Set aside time to plan with intern
   - Daily
   - Weekly for long term
   - Reflect on daily progress
   - Plan observations and feedback
   - Be mindful of appearances (weekends, late nights, male/female)

7. MT seminars for
   - Professional development
   - Support
   - Networking

8. Tolerance and support for MSU coursework assignments

9. Final report (samples provided upon request)

What is expected of Intern: Every day is an interview

1. Be on time and prepared
2. Active involvement in the classroom
3. Be professional in dress and attitude – staff meetings, staff development, school activities, cell phones & texting, computer or laptop usage and other electronic devices, no gossiping in the teacher lounge
4. Ask questions/feedback
5. Volunteer, show initiative
6. Follow through
7. Get organized
8. Plan ahead, ask for help
9. Understand chain of command
10. Respond to email/phone calls promptly
11. Inform FI of schedule changes
12. Plan lessons ahead whenever possible
13. Have lesson plans ready for FI when observation is scheduled
14. Financial Expenditure by interns
15. Not authorized to drive on field trips
16. Share syllabus with MT
17. Crossing the line/boundaries
18. Take photos all year
19. Not a substitute for building teachers, only your MT, this is MSU policy!
20. Not interpreter for students

**Internship requirements**
1. 6 hours MSU coursework per semester/classroom
2. Friday 3 classes – 9:00 a.m.-6:00 p.m.
3. Videotape one lesson each semester for seminar (Intern will need to bring a lesson plan and reflection to seminar)
4. Provide an organized notebook or folder for Long Range Planning, (a minimum of 2 weeks of Lesson Plans for one subject area that you are teaching to be reviewed by your field instructor and MT.) (See rubric provided by FI)
   *To be completed by December 1st and handed in to your Field Instructor

**Progression of intern**
1. Stages of teaching
2. Weekly / biweekly observations and feedback
3. Intern assessments (November, March, April)
4. MT and FI final reports (December and/or April)

**Substituting for MT / team**
1. If district guidelines met
2. Successful progress
3. Approval of MT, FI, and Principal
   *complete forms and give to coordinator (one per semester)
   *summary page to coordinator

**Lesson Plans**
1. Expected to be written for complete duration when teaching a given subject or leading an activity
2. Ready for FI when observing or leading an activity
3. Long Range Planning of Lesson Plans for 2 weeks in an organized folder

**Calendar**
1. Schedule of progression
2. Time Frame can be adjusted
3. Start internship when school starts for staff members, end of August-April 25th 2013

**Attendance**
1. 2 sick days per semester, if needed
2. 2 professional days for course work – planned ahead with MT-not vacation, job interviews, visitations, job fairs
3. Not allowed pre/post holiday absences-follow school calendar

**CPR / first aid**
1. Training required for teacher certification
2. Schedule for spring semester if not completed

**Portfolios**
1. Start now collecting pictures of kids, room set up, bulletin boards and new visual ideas
2. Add credentials, test results, etc...
3. Strong lesson plan samples and units planned
4. Research online portfolios
5. Letters of Recommendation
2013-2014 INTERN INFORMATION

Name: ______________________________

Fall Semester

Internship Address: ______________________________

________________________________________

Phone: ______________________________

MSU Email: ______________________________

Personal Email: ______________________________

School: ______________________________

School Address: ______________________________

School Phone: ______________________________

School Hours: ______________________________

Name of MT: ______________________________

MT’s Phone: ______________________________

School Email: ______________________________

Preferred Email: ______________________________

Lunch Hour: ______________________________

Planning Time: ______________________________

*Tentative Schedule (subject & time taught): Please email your schedule to your Field Instructor when it is determined.

Additional Information:

Spring Semester Updates: List any changes from fall semester.
Orientation for Special Education Interns
2013-2014 School Year
August 22, 2013

Orientation Feedback

1. I am a/an: MT Intern

2. The orientation was helpful: yes no (please explain)

3. The time allocated for the orientation was adequate: yes no (please explain)

4. The best part of the orientation was:

5. It would be helpful if:

6. Questions/concerns I still have are: