Internship Requirements Checklist for 2016-2017

Completed  2016 Fall Semester
__________ Pre-Internship Report- Due by Friday, Sept. 9th-2nd Seminar Class
__________ 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-1st two weeks in classroom
__________ Complete Behavior Observation Form of MT with FI by Sept.23rd
__________ Sign up for CPR Training/First Aid Training-if needed
__________ Schedule Midterm Assessment of Progress (AOP) Conference w/ FI (Week 7-9)
__________ Complete Midterm AOP form & conference (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. 4th 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 final AOP conference with FI & MT (Week 14-15)
__________ Make a list of fall accomplishments at the end of semester for FI

Completed  2017 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-1st two weeks in classroom
__________ Complete Behavior Observation Form of MT with FI by week 3 (check with FI)
__________ Intern Rough Draft of Resume Due to Field Instructor in seminar on Fri., Feb. 10th
__________ Schedule Midterm Assessment of Progress (AOP) Conference w/ FI (Week 7-9)
__________ Complete Midterm AOP form & conference (Week 8-10)
__________ Substitute Teaching Form signed and given to Coordinator (After mid-term)
__________ Complete substitute tally log sheet and give to Coordinator in April
__________ Video-taped Lesson w/Lesson plan & Reflection-Due Feb. 24th 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 final AOP form & conference with FI & MT (Week 14-15)
__________ Make a list of spring accomplishments in March for FI
__________ Portfolio Presentation to share with FI group-April 21st
__________ Complete Intern-FI Evaluation form-Due final exam week, Fri., May 5th by 5:00 pm
__________ 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