

## EXPECTATIONS FOR SECONDARY INTERNS

Provide your partnership teacher with your phone number and address. Include a weekend number if this is appropriate.

Learn the discipline system used by your partnership teacher. Do not change the discipline system or class rules without the prior approval of your partnership teacher.

Submit lesson plans to your partnership teacher for approval on the schedule requested, normally one week before you plan to implement them. The partnership teacher needs to have sufficient time to review the plans, as well as any revisions, prior to their implementation.

Keep your records of grades and attendance up to date and where your partnership teacher can find them. At the end of student teaching you are responsible for leaving all grades, attendance and discipline records with your partnership teacher.

Full-time teaching for the practicum is defined to be two classes for those on block, usually with one preparation. For those on a regular schedule, full-time teaching is four class periods involving one or two preparations.

The intern's instructional responsibilities will be increased gradually according to a schedule developed collaboratively by the partnership teacher, the university supervisor, and the intern. An example of phasing in might be:

Week 1	Observe/teach one class
Week 2 or Week 3	Start teaching second class.

Interns may only substitute for their partnership teacher. Approval of the university supervisor, site coordinator and the partnership teacher is required. Remuneration for substituting is dependent upon the policies and procedures of the host school district. When partnership teachers are attending an event arranged by the Watson School of Education, interns do not receive substitute pay.

Interns will observe the calendar of the host school district rather than the University calendar. The teacher's daily schedule will be the intern's schedule, including evening as well as before and after school duties.

If for any reason you are not going to be present at the host school on a given day, contact your partnership teacher and your university supervisor as soon as possible. You will need to have lesson plans available since the partnership teacher will have to "substitute" for you once you have assumed teaching responsibilities.

Adhere to all guidelines and procedures at your school. For general questions related to teaching, follow the normal chain of command of partnership teacher and site

coordinator. For content area issues, the chain of command is partnership teacher and head of department. All tests, written assignments and videos should be approved by the partnership teacher.

As part of professional development, interns can expect additional observations including other teachers, the principal and the site coordinator who will work in conjunction with the head of department. These observations should include the normal procedures of a pre-observation conference and a post-observation conference.

Dress professionally. Your dress will determine how the students will respond to you.

Assist your partnership teacher as requested.

Be courteous under any and all circumstances.