

EXPECTATIONS FOR SECONDARY INTERNS

Summary

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

Learn the classroom management system used by your partnership teacher. Do not change the classroom management 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. These plans should be in the form you learned in SEC 300/EDN520 and/or your methods class. Discuss with your university supervisor the appropriate format to use. Outlines are not lesson plans. Experienced teachers often have planned so long and well that they use “short” plans to guide them. As an intern, you are required to develop complete plans agreed upon by your team of the partnership teacher, your university supervisor and yourself.

Learn the grading system of your partnership teacher and adopt that system at the start of your teaching. Any revisions to the system should be approved by your partnership teacher. 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.

For spring interns at schools on the block schedule, the first two weeks in January involve observing, assisting, and occasional teaching. The main goal during this time is the development of lesson plans in preparation for picking up the first class. Most interns will begin teaching during the first week of the new block.

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:

Weeks 1&2	Observe/Assist/Teach lesson(s)
Week 3	Pick up first class
Week 4	Pick up second class

Prior to taking on additional teaching responsibilities, interns should have demonstrated a sufficient level of success in their current teaching assignment.

The primary teaching responsibility for those on block schedule is two classes and for those on a regular schedule, four class periods. For students on A/B block schedule, we recommend 4 classes. Where feasible, we encourage interns to be given two preparations. The schedule for

Foreign Language (Spanish/French) interns with a placement in an elementary school will be decided upon by the FL university supervisor and the partnership teacher.

Where appropriate, interns may pick up a third class for one week. The primary goal is to ensure that interns continue to grow and improve their teaching throughout the internship. Interns begin to hand back classes during the last two weeks of the internship. However, they continue to teach one class up until the end of the practicum semester.

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, during 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 visits from other teachers, UNCW field experience students, 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, observation and a post-observation conference.

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

Assist your partnership teacher as requested. Interns can assist with proctoring but it is important that this be limited so as not to take away important time needed for planning.

Be courteous under any and all circumstances.