



## *Dear Lead Teacher and Supervisor,*

On behalf of the Department of Educational Specialties and the Department of Curriculum, Teaching and Learning, I'd like to thank you for working our intern this semester. I hope the internship will be a rewarding experience for you.

We have a strong cadre of university supervisors who are experienced educators. Lead Teacher, please meet with them during their first visit to discuss the internship and any questions you might have. Supervisors should have already been in contact with their interns and their first school visit should occur by the end of the second week of internship. The university supervisor will make 5 formal observations of the intern. Please make sure that you speak with each other about the interns' performance during each visit. I have had a great deal of positive feedback from the field during past semesters and continue to be impressed with your commitment to teacher education.

Please visit our website (<http://www.unr.edu/educ/fx>) and click open the *Lead Teacher/Supervisor Orientation*. The Lead Teacher/Supervisor Orientation will answer many of the questions you might have. The University of Nevada, Reno also requires that we routinely update our employment files. Please print and complete the *application* and have your intern bring it to the Office of Field Experiences. This website contains all manuals, forms, and a web bulletin board. The web bulletin board will be used for messages from the Director and to notify interns of upcoming seminars and meetings.

There is a documentation timeline under the forms section of the website. Please take a moment to review this with your intern. If you had an intern in the past, you'll see some significant changes; primarily the Internship Evaluation and the Student Learning Sample.

The Internship Evaluation is based on the Interstate New Teacher Assessment and Support Consortium standards. Use the "working document rubric" throughout the internship to monitor the interns' performance. A midpoint progress report is completed using this rubric. The final evaluation is also based on the "working document rubric" and will be completed online and submitted electronically. For this purpose, we need you to email register through our website. The registration link is located on the website toolbar. There is a signature sheet that is printed from the online evaluation and signed during the final evaluation conference and submitted to the Director of Field Experiences on or before the last day of internship.

The Student Learning Sample (SLS) is required of all interns. It begins during the first week of internship and is usually completed a few weeks before the end of internship. During this time, interns will most likely be in full control. They will also need to attend several SLS meetings to work with university faculty on their Student Learning Sample. If you have already done action research in your classroom, then the Student Learning Sample will be a very familiar assignment. The intern must work closely with the lead teacher on this assignment; since it involves your students, their progress, and the curriculum you have planned to cover. The supervisor should provide feedback to the intern regarding the lessons and reflection in this assignment.

The intern is required to write lesson plans throughout the internship. In the beginning, their lesson plans will be very detailed. As they demonstrate competency in writing lesson plans, interns may move to an abbreviated version. Lesson plans will still be required though. Please be mindful that lesson planning is very time consuming for the intern and your guidance will be important. All lesson plans must be approved by the lead teacher so work out a schedule for completing lesson plans early on in the internship. The rule of thumb is: **NO PLANS=NO TEACH**. I realize that you may not actually write lesson plans at this point in your career -- but I also realize that you are a master educators and know you could produce a lesson plan on demand. This is important to convey to your intern. They are not experienced teachers, they are still novices and must practice writing lesson plans.

Full control should occur after the midpoint of internship. This is a time when the intern is assuming full teaching responsibilities and it is often a time filled with mixed emotions for lead teachers. This is also an opportunity for professional growth because as a lead teacher, you wear many hats such as master teacher, mentor, evaluator, facilitator and friend. The internship can be characterized as a lean and wean process. The intern *leans* on you in the beginning and then you gradually *wean* them as they assume full control of your class. Your intern will still need your guidance and support as they move through this experience. Often interns see full control as a time of independence but this is actually the time when they need your mentoring the most. Full control usually lasts a minimum of 4 weeks (3 weeks for Dual) but some interns are eager to keep full control for longer periods.

Mandatory seminars and Student Learning Sample meetings may be conducted during the school day, after school or on Saturdays and attendance is required for interns. In the event the intern is in control of classes, the intern will provide substitute plans for the lead teacher during their absence. It is the interns' responsibility to inform you of their required seminars and meetings well in advance. Mandatory seminars will be posted on the web bulletin board 2 weeks in advance. Student Learning Sample meetings will be scheduled during their first meeting.

During internship, your intern may substitute up to 5 days for the lead teacher and lead teacher only. Your intern has a Nevada Substitute License but may not be signed up as a substitute with the school district. Please direct them to the appropriate office in the school district right away so that they can begin the application and hiring process.

I cannot stress enough the importance of good communication. Make sure you have exchanged personal contact information. Please feel free to contact the university supervisor or me anytime. Thank you for all the hard work I know you will be putting into this internship experience and I look forward to hearing about your intern's progress.

*Mary L. Sedgwick, Ed.D.*

*Director*