



The Intern

- Attendance at the seminars is mandatory for interns. Seminar dates and times will be announced on the web bulletin board. Once the content of a specific seminar has been completed, the obligation to the intern on this topic by the Office of Field Experiences, has been fulfilled. All forms (or other information) then become the responsibility of the intern for completion without help from the Office of Field Experiences.
- Each intern should be in his or her assigned school for each full school day for each week of the total internship assignment. The only exceptions are those parts of days when observations may take place in other schools, with the knowledge of the lead teacher and supervisor.
- The intern is responsible for establishing daily arrival and departure times with the lead teacher. These must meet the minimum time requirements for all teachers in the district. The intern's daily schedule should correspond to that of the lead teacher, which includes duty assignments, meetings, field trips, in-services, parent conferences, and other school related activities.
- If the intern must be absent, he or she should notify the lead teacher, the school office and the supervisor before school starts. Individual arrangements should be made regarding appropriate hours to call lead teachers and supervisors at home. If an intern misses more than three days of internship, he or she must make up the days missed at the end of the regular scheduled experience. On those days when the intern is gone, a lesson plan must be left with the lead teacher. The lesson plan must be written to substitute quality. Interns are also to write a generic lesson plan that can be left with the lead teacher. The generic plan is to cover any emergency departure from school.
- The internship experience should be the primary commitment of the intern.
- The intern is expected to dress neatly and appropriately for his or her assigned school.
- The intern should be familiar with and abide by the policies and regulations of the school.
- An intern should accept his or her share of certain obligations expected of teachers on the staff. However, an intern should not be placed in rotation for regular staff duties and assignments. Instead, the intern should assist the lead teacher in fulfilling his or her responsibilities as appropriate. Interns are not to be assigned to "odd jobs" which are not required nor expected of regular staff.

- As the internship begins, the intern will observe the lead teacher's classes, and may be expected to lend assistance. The intern should look for ways to assist the lead teacher in carrying out his or her work, and should try to anticipate tasks that must be done so that the lead teacher doesn't always have to tell the intern what to do.
- The intern is to prepare written lesson plans for each class that he/she participates in. The lesson plans should be prepared far enough in advance so that the lead teacher can check them and make any recommended changes. Last minute preparation should be avoided. Regular systematic planning will help produce a more effective learning climate.
- The intern needs to keep in mind throughout the internship experience that he/she is working within the established structure of the lead teacher. The lead teacher should allow the freedom and flexibility for the intern to take full control and to try out ideas, but ultimately the "freedom and flexibility" occurs within the structure that the lead teacher established prior to the intern's arrival, the same structure that will be put back in place once the intern departs. The lead teacher's structure must be respected.
- The intern is a guest in the school and classroom and is involved in guided practice under the supervision of the lead teacher and supervisor.
- The intern must understand there is a fine line between being friends with students and being friendly, be aware of that fine line, and maintain professionalism with students at all times. Friendly, yes. Friends, no.
- Confidentiality is a key word for the intern. The intern must treat discussions in teachers' meetings, with administrators, counselors, the lead teacher, and with students as confidential. The intern must avoid criticizing one student to another, nor should the class, other interns, the lead teacher, supervisor, principal, or school be criticized to others.