



## *Length of Internship*

- The internship for students in elementary, secondary, special education, or early childhood is for a sixteen (16) week period.
- The dual internship for students in both elementary and special education is for a total of twenty (20) weeks, ten (10) in a regular elementary classroom\* and ten (10) in a special education classroom\*.
- The dual internship for students in both secondary and special education is for a total of twenty (20) weeks, ten (10) in the student's major area\* and ten (10) in special education\*.

*\* May be adjusted accordingly.*

The intern is responsible to the lead teacher, classroom and students, and supervisor until the last day of the last required week of the internship. Observations in other classrooms may be made during the internship assignment. If the intern is not observing another class, he or she is expected to be on site, in the classroom, teaching or assisting through the last day of the last required week. "Easing out" of the classroom during the last week still requires that the intern attend to the full day of responsibilities in a classroom.

# *Suggested Internship Schedule*

(including full control)

## **Elementary Education or Early Childhood**

**Assuming Teaching Responsibilities.** By the fourth or fifth day of your internship experience, begin teaching lessons in class periods/subject areas designated by your lead teacher.

Gradually become responsible for one complete class period/subject area at a time. This schedule of assuming teaching responsibility will be determined collaboratively by you, your lead teacher and supervisor.

- **Week 1:** Observe/Team teach.
- **Week 2:** Team teach part of language arts and math.
- **Week 3:** Team teach language arts and math.
- **Week 4:** Team teach language arts, math, science or social studies. Be responsible for word study/spelling.
- **Week 5:** Team teach language arts, science or social studies. Be responsible for math and word study/spelling.
- **Week 6-7:** Team teach language arts, science or social studies. Be responsible for math, word study/spelling, science or social studies.
- **Week 8:** Team teach language arts, science or social studies. Be responsible for math, word study/spelling, science or social studies and one reading group.
- **Week 9:** Team teach language arts, science or social studies. Be responsible for math, word study/spelling, science or social studies and two reading groups.
- **Week 10-13:** Have FULL control of class. Plan and teach ALL subjects.
- **Week 14-16:** Gradual release to lead teacher.

## Secondary Education

**Assuming Teaching Responsibilities.** By the fourth or fifth day of your internship experience, begin teaching lessons in class periods/subject areas designated by your lead teacher.

Gradually become responsible for one complete class period subject area at a time. This schedule of assuming teaching responsibility will be determined collaboratively by you, your lead teacher and supervisor.

**Timetable.** Individual timetables will be arranged by the intern, lead teacher and supervisor. The specific timetable for assuming teaching responsibilities will vary. A suggested schedule for 16-week interns might include:

- One week of observations, practice and individual tutoring;
- Fourteen weeks of lessons addressing a variety of concepts and complexity with increased number of class periods each day;
- One week with lessons addressing a variety of concepts as control is gradually returned to the lead teacher.

## Special Education

**Timetable.** You, your lead teacher and your supervisor will arrange individual timetables. Note that three weeks of full instructional and total control of the classroom is the minimum requirement. The specific timetable for assuming full teaching responsibilities will vary, based on your skills and needs.

A suggested schedule for 16-week interns might include:

- One week of observations, practice and individual tutoring;
- Fourteen weeks of lessons that vary by student groups, subject area and complexity with increased responsibility for the program day by day, three weeks of which includes full teaching responsibility for the special education program. The midterm evaluation is to be completed by the Friday of the 8<sup>th</sup> week of the internship. The final evaluation should be completed at the end of full teaching responsibility for the program.
- One week with lessons that vary by student group or subject area as control is gradually returned to the lead teacher.

## Dual Education

A dual internship consists of two 10-week internships; 10-weeks in elementary education and 10-weeks in special education.

If you are a 10-week special education intern, a suggested schedule for assuming teaching responsibilities is as follows:

- One week of observations, practice and individual tutoring;
- Eight weeks of lessons that vary by student groups, subject area and complexity with increased responsibility for the program day by day, three weeks of which includes full teaching responsibility for the special education program. The midterm evaluation is to be completed by the Friday of the 5<sup>th</sup> week of the internship. The final evaluation should be completed at the end of full teaching responsibility for the program.
- One week teaching lessons that vary by student group or subject area as control is gradually returned to the lead teacher.
- Adjust the elementary and special education schedules to fit each 10-week placement.