

INTERN/MENTOR TEACHER TRANSITION PLAN for Internship I Fall, 2021
(This is ONLY a model to help organize internship. This is not a requirement)

WEEK OF:	Subject/ Class 1	Subject/ Class 2	Subject/ Class 3	Subject/ Class 4	Subject 5/Class	Other	INTERN RESPONSIBILITIES
Aug 2							<ul style="list-style-type: none"> August 4 (4:00-5:30), August 5 (2:00-3:30), <u>or</u> August 6 (9:00-10:30) – Seminar – “A Look into Internship I” – virtual session - Choose one date to attend. This is a required session for the beginning of internship so all interns are expected to attend one of the session dates. A zoom link will be sent prior to the individual sessions.
Aug 9							<ul style="list-style-type: none"> Begin Internship in host school – attend professional development/faculty sessions – get acquainted with faculty/staff, work with the mentor on classroom set-up and assist with any class preparations- Co-plan for first days of school
Aug 16	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> Continue all day, every day in host school Assist mentor with student assessment (if possible) and assist mentor with planning and instruction, observe and get to know students Assist with material preparation for class, assist with teacher duties (lunch, hall, morning duties, afternoon duties, etc.) <u>Thursday, August 19, Required session</u> – “The Rex Hour” – Plowden Auditorium- 4:30-5:30
Aug 23	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	IO/M	<ul style="list-style-type: none"> <u>Aug 23</u> – Winthrop University classes begin at 5:00 PM. You are expected to attend your internship on August 23 for the full day, as you have been doing since August 9. <u>Aug 24</u> – begin modified schedule in host school according to your program Continue to observe, assist mentor and get to know students Work with mentor for opportunities to co-teach in small segments – (week is a combination of observation and co-teaching <u>small portions of subjects/classes</u>)
Aug 30	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	MI	<ul style="list-style-type: none"> Continue observing, co-planning and co-teaching small segments of lessons with mentor throughout the week Co-Teach as least <u>1 entire lesson</u> with mentor this week, in addition to co-teaching small segments of other subjects/classes (mentor is in the lead with planning and instruction) Continue getting to know students and assisting mentor with duties and responsibilities Work with individual students/small groups of students
Sept 6	IO/MI	IO/MI	IO/MI	MI	MI	MI	<ul style="list-style-type: none"> Take on more co-teaching portions of subjects/classes – (co-teach at least <u>3 entire lessons</u>, in addition to co-teaching small segments of other subjects/classes – (mentor is in the lead with planning and instruction) Continue assisting mentor with duties and responsibilities and <u>begin</u> taking responsibility for small instructional and non-instructional activities (morning routines, attendance, routine class starting activities, etc.)

IO/MI= Intern Observes and Co-Teaches Small Segments

MI= Intern and Mentor Co-teach with mentor taking lead role in planning

I = Intern takes lead for co-teaching and solo teaching experiences that include planning, instruction, assessment, and managing the environment

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Sept 13	IO/MI	IO/MI	IO/MI	MI	MI	MI	<ul style="list-style-type: none"> Continue co-planning and co-teaching with mentor (refer to previous week's details as to what your week should consist of) Tuesday, Sept. 14 – <i>"The Rex Hour"</i> (optional session) – Topic: Keys to Classroom Management - Advice from current teachers at the elementary, middle and secondary levels – location/platform TBA – 4:30-5:30
Sept 20	IO/MI	IO/MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue co-planning and co-teaching with mentor Take over full responsibility for various routine activities (both instructional and non-instructional- morning exercises, attendance, routine class starting activities, etc.) Mentor and Intern should mostly be co-teaching subjects/classes at this point, with the mentor in the lead
Sept 27	IO/MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue co-planning and co-teaching with mentor and taking responsibility for routine non-instructional/instructional activities Thursday, Sept. 30 – Wednesday, Oct. 6 – mid-term evaluation conferences (supervisor, mentor, intern participating)
Oct 4	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue co-planning and co-teaching with mentor and taking responsibility for routine activities Mid-term evaluation conferences continue through Oct. 6
Oct 11	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue co-planning and co-teaching all subjects/classes with mentor and taking responsibility for routine non-instructional/instructional activities
Oct 18	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Begin <u>planning to lead teach 1 lesson next week</u> using program lesson plan template required by supervisor and mentor teacher (<i>intern in the lead role of planning and instructing for this lesson but works with mentor for co-teaching opportunities</i>) - Intern takes responsibility for material preparation, as well as lesson planning
Oct 25	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <u>Teach 1 lesson using program lesson plan template</u> required by supervisor and mentor teacher (<i>intern in the lead role but works with the mentor for co-teaching opportunities</i>) This is 1 lesson for the week, NOT 1 lesson per day. <u>Continue planning/co-planning to lead teach 2 lessons next week</u> (<i>intern in lead role of planning and instructing but works with mentor for co-teaching opportunities</i>) - Intern takes responsibility for material preparation, as well as lesson planning Wednesday, Oct. 27 – <i>"The Rex Hour"</i> (optional session) – Topic: Surviving Burnout – location/platform TBA – 4:30-5:30
Nov 1	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> <u>Teach 2 lessons using program lesson plan template</u> required by supervisor and mentor teacher (<i>intern in the lead role but works with the mentor for co-teaching opportunities</i>) This is 2 lessons for the week, NOT 2 lessons per day.

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							<ul style="list-style-type: none"> Continue planning/co-planning to lead teach 3 lessons next week (<i>intern in lead role of planning and instructing but works with mentor for co-teaching opportunities</i>) - Intern takes responsibility for material preparation, as well as lesson planning
Nov 8	I	I	I	MI	MI	MI	<ul style="list-style-type: none"> Teach 3 lessons using program lesson plan template required by supervisor and mentor teacher (<i>intern in the lead role but works with the mentor for co-teaching opportunities</i>) This is 3 lessons for the week, NOT 3 lessons per day. Continue planning for teaching/co-planning/co-teaching at least 2 lessons next week using lesson plan template required by supervisor and mentor teacher - <i>Infusing technology required in lessons</i> November 12 – Required Session – Panel Discussion: Tips from School Districts...Techniques for Successful Job Hunting and Interviewing – 3:15-4:30 (location/platform TBA)
Nov 15	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> Teach 2 lessons using program lesson plan template required by supervisor and mentor teacher and continue planning for teaching/co-teaching at least 1 lesson next week using lesson plan template required by supervisor and mentor teacher - <i>Infusing technology required in lessons</i>
Nov 22	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Teach 1 lesson on program lesson plan template <i>infusing technology</i> into your lesson and continue to co-plan/co-teach for remainder of classes or subjects
Nov 29	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Final evaluation conferences – Monday, November 29 – Friday, December 3 Thursday, December 2- “The Rex Hour” (optional session) 4:30-5:30 – Topic: Using Large Scale Assessment Data (MAP, STAR, EOC, etc.) – Breakout session based upon grade level – location/platform TBA Continue co-teaching with mentor for all subjects/classes
Dec 6							<ul style="list-style-type: none"> Dec 7 – Study Day (Interns do NOT have to report to host schools on Study Day or during exam week) Dec 8 -14 Final Exams
Dec 13							<ul style="list-style-type: none"> Dec 15 – Required - “Intern II Boot Camp”- 8:00- 4:30 (information forthcoming location/platform this meeting with take; whether virtual or face-to-face – Make sure to check email communication regularly for updates) Report to your host school all day, every day, until your school district releases teachers for winter break.

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