

INTERN/MENTOR TEACHER TRANSITION PLAN for Internship I Fall, 2022
(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 8 (most districts)							<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 8							<ul style="list-style-type: none"> Required Seminar – “A Look into Internship I” - <u>Choose one date to attend.</u> Wednesday, August 10, Thursday, August 11 <u>or</u> Friday, August 12 – All sessions will be held in Plowden Auditorium and will run from 4:00-6:00.
Aug 15	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> Get acquainted with students in the class(es) Begin co-teaching small segments of lessons with your mentor Begin assisting mentor with duties
Aug 22	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> <u>Aug 22</u> – Winthrop University classes begin at 5:00 PM. You are expected to attend your internship on August 22 for the full day, as you have been doing since August 8. <u>Aug 23</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 29	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 5	IO/MI	IO/MI	IO/MI	IO/MI	MI	MI	<ul style="list-style-type: none"> Take on more co-teaching portions of subjects/classes – (co-teach at least <u>2 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.)
Sept 12	IO/MI	IO/MI	IO/MI	MI	MI	MI	<ul style="list-style-type: none"> Continue co-planning and co-teaching with mentor (co-teach at least 3 entire lessons, 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 – add to the small

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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 19	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 26	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. 29 – Wednesday, Oct. 5 – mid-term evaluation conferences (supervisor, mentor, intern participating)
Oct 3	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. 5
Oct 10	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 17	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 24	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
Oct 31	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. <u>Continue planning/co-planning to lead teach 3 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
Nov 7	I	I	I	MI	MI	MI	<ul style="list-style-type: none"> <u>Teach 3 lessons using program lesson plan template</u> required by supervisor and

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							<p>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.</p> <ul style="list-style-type: none"> • <u>Continue planning for teaching/co-planning/co-teaching at least 2 lessons next week</u> using lesson plan template required by supervisor and mentor teacher - <i>Infusing technology required in lessons</i> • November 11 – Required Session – Panel Discussion: Tips from School Districts...Techniques for Successful Job Hunting and Interviewing – 3:15-4:30 (location TBA – date subject to change, based on HR Director schedules)
Nov 14	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 and <u>continue planning for teaching/co-teaching at least 1 lesson next week</u> using lesson plan template required by supervisor and mentor teacher - <i>Infusing technology required in lessons</i>
Nov 21	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> • <u>Teach 1 lesson on program lesson plan template <i>infusing technology</i></u> into your lesson and continue to co-plan/co-teach for remainder of classes or subjects
Nov 28	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> • Final evaluation conferences – Monday, November 28 – Friday, December 2 • Continue co-teaching with mentor for all subjects/classes
Dec 5							<ul style="list-style-type: none"> • <u>Dec 6</u> – Study Day (Interns do NOT have to report to host schools on Study Day or during exam week) • <u>Dec 7 -13</u> Final Exams
Dec 12							<ul style="list-style-type: none"> • <u>Dec 14</u> – Required - “<i>Intern II Boot Camp</i>”- 8:00- 4:30 (information forthcoming – Make sure to check email communication regularly for updates) • <u>Dec 15</u> - Report to your host school all day, every day, until your school district releases teachers for winter break.

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