

**INTERN/MENTOR TEACHER TRANSITION PLAN for Internship I Fall, 2023-Fairfield**

**(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
July 24							<ul style="list-style-type: none"> <li>Begin Internship in host school on July 26th– 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</li> </ul>
July 31	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> <li>Get acquainted with students in the class(es)</li> <li>Begin co-teaching small segments of lessons with your mentor</li> <li>Begin assisting with mentor duties</li> </ul>
Aug 7	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> <li>Required Seminar – “A Look into Internship I” - <u>Choose one date to attend.</u> Wednesday, August 9, Thursday, August 10 <u>or</u> Friday, August 11 – All sessions will be held in Plowden Auditorium and will run from 4:00-6:00.</li> <li>Continue co-teaching small segments of lessons with your mentor</li> </ul>
Aug 14	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	MI	<ul style="list-style-type: none"> <li>Co-teach <u>1 entire lesson</u> with mentor this week</li> <li>Continue co-teaching small segments of lessons with your mentor</li> <li>Continue assisting mentor with duties</li> </ul>
Aug 21	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	MI	<ul style="list-style-type: none"> <li><u>Aug 21</u> – Winthrop University classes begin at 5:00 PM. You are expected to attend your internship on August 21 for the full day, as you have been doing since July 26.</li> <li><u>Aug 22</u> – begin modified schedule in host school according to your program</li> <li>Continue assisting mentor with duties and continue teaching small segments of lessons during your day(s) in the classroom</li> <li>Co-teach <u>1 entire lesson</u> with mentor this week</li> </ul>
Aug 28	IO/MI	IO/MI	IO/MI	IO/MI	MI	MI	<ul style="list-style-type: none"> <li>Continue observing, co-planning and co-teaching small segments of lessons with mentor throughout the week</li> <li>Co-Teach as least <u>2 entire lessons</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)</li> <li>Continue getting to know students and assisting mentor with duties and responsibilities</li> <li>Work with individual students/small groups of students</li> </ul>
Sept 4	IO/MI	IO/MI	IO/MI	IO/MI	MI	MI	<ul style="list-style-type: none"> <li>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)</li> <li>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.)</li> </ul>

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 11	IO/MI	IO/MI	IO/MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue co-planning and co-teaching with mentor (<u>co-teach at least 3 entire lessons</u>, in addition to co-teaching small segments of other subjects/classes- (mentor is in the lead with planning and instruction)</li> <li>Continue assisting mentor with duties and responsibilities – add to the small instructional and non-instructional activities you began assuming last week</li> </ul>
Sept 18	IO/MI	IO/MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue co-planning and co-teaching with mentor</li> <li>Take over full responsibility for various routine activities (both instructional and non-instructional- morning exercises, attendance, routine class starting activities, etc.)</li> <li>Mentor and Intern should mostly be co-teaching subjects/classes at this point, with the mentor in the lead</li> </ul>
Sept 25	IO/MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue co-planning and co-teaching with mentor and taking responsibility for routine non-instructional/instructional activities</li> <li>Wednesday, Sept. 27 – Tuesday, Oct. 3 – mid-term evaluation conferences (supervisor, mentor, intern participating)</li> </ul>
Oct 2	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue co-planning and co-teaching all subjects/classes with mentor and taking responsibility for routine non-instructional/instructional activities</li> </ul>
Oct 9							<ul style="list-style-type: none"> <li>Fairfield County Schools on Intercession</li> </ul>
Oct 16	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Begin planning to <i>lead</i> teach 1 lesson next week 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</li> </ul>
Oct 23	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li><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.</li> <li><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</li> </ul>
Oct 30	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> <li><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.</li> <li><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</li> </ul>

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							lesson planning
Nov 6	I	I	I	MI	MI	MI	<ul style="list-style-type: none"> <li>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.</li> <li>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></li> <li>November 10 – 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)</li> </ul>
Nov 13	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>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></li> </ul>
Nov 20							Thanksgiving Break
Nov 27	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>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</li> <li>Final evaluation conferences – Monday, November 27 – Friday, December 1</li> <li>Continue co-teaching with mentor for all subjects/classes</li> </ul>
Dec 4							<ul style="list-style-type: none"> <li>Dec 5 – Study Day (Interns do NOT have to report to host schools on Study Day or during exam week)</li> <li>Dec 6 -12 Final Exams</li> </ul>
Dec 11							<ul style="list-style-type: none"> <li>Dec 13 – Required - “<i>Intern II Boot Camp</i>”- 8:00- 4:30 (information forthcoming – Make sure to check email communication regularly for updates)</li> <li>Dec 14 - Report to your host school all day, every day, until your school district releases teachers for winter break.</li> </ul>

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