



# GENERAL INFORMATION

INTERNSHIP I

SPRING 2021

# NEW FOR 2020-2021

## VIRTUAL OR FACE-TO-FACE OPTIONS

- **OBSERVATIONS (MENTOR'S OBSERVATIONS, SUPERVISOR OBSERVATIONS, AND SITE-BASED OBSERVER OBSERVATIONS)**
- **SUPERVISOR'S INTRODUCTORY MEETING**
- **PRE-OBSERVATION CONFERENCE, POST-OBSERVATION CONFERENCE**
- **MIDTERM AND FINAL EVALUATIONS**




# LESSON PLANNING



- **CO-PLANNING WITH YOUR MENTOR**
- **LESSON PLAN FOR ANY LESSON YOU ARE RESPONSIBLE FOR TEACHING (PART OF LESSON OR WHOLE LESSON)**
- **TEMPLATES BY PROGRAM AREA ON THE WEBSITE (GOOGLE REX INSTITUTE)**
- **PLANS TURNED IN AT LEAST 2 SCHOOL DAYS BEFORE TEACHING**
- **FEEDBACK ON PLANS INCORPORATED**
- **NOTEBOOK OF ALL PLANS, OBSERVATIONS, ETC. NEEDS TO BE KEPT EITHER AT THE SCHOOL SITE OR IN A DIGITAL FORMAT THAT WORKS FOR YOU, YOUR MENTOR, AND YOUR SUPERVISOR. (DROPBOX, GOOGLE DRIVE, ONEDRIVE, ETC.)**

# INTRODUCTORY MEETING

- TO BE HELD WITHIN THE FIRST TWO WEEKS OF SCHOOL – YOUR SUPERVISOR WILL SCHEDULE THIS MEETING – FACE-TO-FACE (WITH MASKS/SOCIAL DISTANCING) OR VIRTUALLY
- SUPERVISOR, MENTOR, TEACHER CANDIDATE A
- EXPECTATIONS FOR INTERNSHIP I
- GUIDE FOR MEETING FOUND AT [HTTP://WWW2.WINTHROP.EDU/REX/REX/DOWNLOADS.HTML](http://www2.winthrop.edu/rex/rex/downloads.html)
- ASK QUESTIONS

- 
- CLEAR
  - EXPECTATIONS
  - PREVENT
  - PROBLEMS





# OBSERVATION CYCLE

- LESSON PLAN –TALK WITH MENTOR TO DISCUSS PLAN AND RELEVANT LEARNING GOALS
- OBSERVATION PRE-CONFERENCE – ALLOWS TIME FOR THE TEACHER CANDIDATE AND OBSERVER TO DISCUSS THE PLAN BEFORE IMPLEMENTING IT – (CLARIFY GOALS, ASSESSMENTS, MATERIALS, STRATEGIES/PROCEDURES, ETC.)
- OBSERVATION- COLLECTION OF DATA – TEACHER CANDIDATE NEEDS TO REFLECT AFTER OBSERVATION ON IMPRESSIONS OF THE LESSON
- OBSERVATION POST-CONFERENCE – TIME FOR REFLECTION CONVERSATION WITH OBSERVER- USE OF ASSESSMENT DATA TO GUIDE CONVERSATION
- GUIDE FOR PRE-CONFERENCE QUESTIONING AND POST CONFERENCE QUESTIONING AT [HTTP://WWW2.WINTHROP.EDU/REX/REX/DOWNLOADS.HTML](http://www2.winthrop.edu/rex/rex/downloads.html)

# INTERNSHIP I OBSERVATIONS

**BIG DATA**

- MENTOR TEACHER - 4 OBSERVATIONS (2 BEFORE MIDTERM AND 2 AFTER MIDTERM)
- SUPERVISOR - 2 OBSERVATIONS (1 BEFORE MIDTERM AND 1 AFTER MIDTERM)
- SITE-BASED OBSERVER - 2 OBSERVATIONS (1 BEFORE MIDTERM AND 1 AFTER MIDTERM - THE MENTOR IDENTIFIES THE SITE-BASED OBSERVER BUT IT IS YOUR RESPONSIBILITY TO SET UP THE OBSERVATIONS.
- ALL OBSERVATIONS ARE TO BE COMPLETED ON YOUR PROGRAM AREA TEMPLATE.

# **SELF-ASSESSMENT FOR EVALUATION**

- **COMPLETED BOTH MIDTERM AND FINAL EVALUATION**
- **TRUE REFLECTION OF PROGRESS**
- **SAME INSTRUMENT AS EVALUATION**
- **REFER TO DATA IN INTERNSHIP NOTEBOOK – (OBSERVATIONS, EMAILS, ETC.) FOR RATINGS**
- **DONE WITH THE ASSISTANCE OF THE MENTOR**
- **GIVEN TO THE SUPERVISOR TO BE USED IN EVALUATION**



# CLASSROOM PROTOCOL

## INTERNSHIP I (FOR THOSE FACE-TO FACE)

**TEACHER CANDIDATE CANNOT BE LEFT ALONE WITH STUDENTS IN THE ROOM**

## EXPLANATION





# ABSENCES



IF YOU HAVE TO BE ABSENT, NOTIFY YOUR MENTOR, SUPERVISOR, AND THE SCHOOL OFFICE AS SOON AS POSSIBLE.

ALL ABSENCES WILL NEED TO BE MADE UP IN THE SEMESTER THEY OCCUR, IF POSSIBLE. YOUR SUPERVISOR WILL DETERMINE HOW/WHEN THEY WILL BE MADE UP.

WE UNDERSTAND DUE TO COVID AND POSSIBLE QUARANTINE SITUATIONS, THAT THIS MAY BE NOT HAPPEN. EACH SITUATION WILL BE HANDLED ON A CASE-BY-CASE BASIS.

# ARRIVAL/DISMISSAL

- BE ON TIME
- SIGN IN



- STAY THE ALLOTTED TIME
- SIGN OUT



# PROFESSIONALISM ATTITUDES AND BEHAVIOR



- MAINTAIN A POSITIVE REPUTATION (SCHOOL, PARENTS, COMMUNITY) - PEOPLE TALK!!
- IT'S APPARENT WHO HAS A GOOD ATTITUDE: (ABOUT STUDENTS, ABOUT MENTOR, ABOUT THE SCHOOL...)
- DON'T LET NEGATIVE CO-WORKERS GET THEIR "HOOKS" IN YOU...YOU CAN EITHER BE DRAGGED INTO THEIR PIT OR YOU CAN DO WHAT IS BEST FOR STUDENTS.
- ASK LOTS OF QUESTIONS - TEACHERS ARE MORE THAN WILLING TO SHARE IDEAS, RESOURCES, ETC. QUESTIONING **DOES NOT** MAKE YOU LOOK INCOMPETENT.
- AVOID ACTING (RESPONDING, SENDING EMAILS...) WHEN ANGRY!!
- KEEP PERSONAL "STUFF" SEPARATE.

# QUESTIONS!!

