

# **2023 INTERNSHIP II MENTOR INFORMATION MEETING**



**Kristin Culbreath**

**Director of the Office of Field and Clinical Experiences**

# GENERAL INFORMATION

- INTERN SIGNS IN/OUT DAILY (OFFICE PREFERABLE)
- INTERNS ARE TO BE ON TIME AND STAY THE REQUIRED TIME
- INTERN TO CONTACT MENTOR AND SUPERVISOR IF GOING TO BE ABSENT
- INTERN IS FERPA TRAINED AND KNOWS TO ABIDE BY THE HEALTH/SAFETY GUIDELINES SET FORTH BY THE HOST DISTRICT
- INTERN IS TO ACT AND DRESS APPROPRIATELY AT ALL TIMES (EXCEPTIONS – SCHOOL RELATED EVENTS, JEAN DAY, ETC.)
- INTERN CAN SUBSTITUTE UP TO 3 DAYS DURING THE SEMESTER IN YOUR CLASSROOM, IF NEEDED – [NOT IN ANOTHER TEACHER'S CLASSROOM](#)
- INTERN SHOULD BE SPENDING PLANNING TIME PLANNING WITH YOU (NOT COVERING CLASSES)
- LESSON PLANS SHOULD BE TURNED IN [AT LEAST 2 SCHOOL DAYS](#) BEFORE TEACHING A LESSON

# REQUIREMENTS FOR SUPERVISORS

INTRODUCTORY MEETINGS

PRE-OBSERVATION CONFERENCES

POST-OBSERVATION CONFERENCES

MIDTERM AND FINAL EVALUATIONS

MAY BE CONDUCTED FACE-TO-FACE AND/OR VIRTUALLY

# INTRODUCTORY MEETING

- THIS MEETING IS FOR THE MENTOR, THE INTERN, AND THE SUPERVISOR TO DISCUSS THE EXPECTATIONS AND INTERNSHIP PROCEDURES FOR ALL INVOLVED IN THE INTERNSHIP.
- THE SUPERVISOR WILL SCHEDULE THIS MEETING AT THE BEGINNING OF THE SEMESTER.
- THERE IS AN INTRODUCTORY MEETING GUIDE ON THE WEBSITE IF YOU WANT TO PRINT ONE OUT FOR YOUR NOTES.



# MENTOR RESPONSIBILITIES

ATTEND AN INTRODUCTORY MEETING WITH THE SUPERVISOR AND TEACHER CANDIDATE

IDENTIFY A SITE-BASED OBSERVER TO SERVE AS AN EVALUATOR, ALONG WITH THE SUPERVISOR (ADMINISTRATOR, SCHOOL COACH, ANOTHER TEACHER, ETC.)

COMPLETE 6 FORMAL OBSERVATIONS (3 BEFORE MIDTERM, 3 AFTER MIDTERM)

PRE-CONFERENCES BEFORE EVERY ANNOUNCED OBSERVATION AND POST-OBSERVATION CONFERENCES AFTER ALL OBSERVATIONS (*ORAL AND WRITTEN FEEDBACK ON OBSERVATION FORM*)



# MENTOR RESPONSIBILITIES

ASSIST	ASSIST TEACHER CANDIDATE WITH THEIR SELF-ASSESSMENT FOR MIDTERM AND FINAL CONFERENCES (USE EVALUATION INSTRUMENT)
ATTEND	ATTEND THE MIDTERM AND FINAL CONFERENCES
ASSIST	ASSIST WITH GOAL SETTING
COLLECT	COLLECT THE SITE-BASED OBSERVER'S OBSERVATIONS TO GET TO SUPERVISOR

# MOST IMPORTANT

COMMUNICATE CONSISTENTLY WITH THE INTERN AND THE SUPERVISOR ABOUT PROGRESS IN THE INTERNSHIP, CONCERNS, CLARIFICATIONS, ETC.

PROVIDE CONSTANT COACHING/FEEDBACK TO THE INTERN

\*IF THE INTERN IS PLACED ON AN IMPROVEMENT CONTRACT, YOU (THE MENTOR) WILL THEN BECOME AN EVALUATOR AS WELL



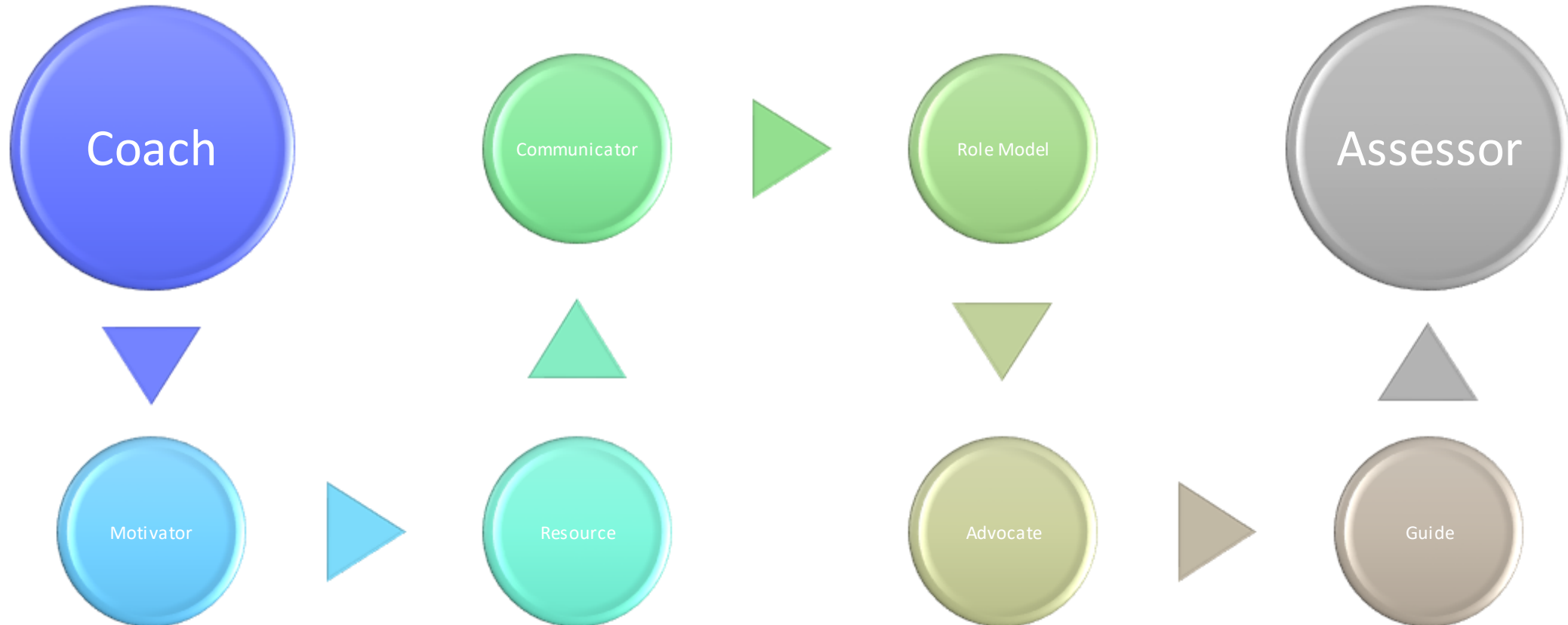
**CRUCIAL**

# SUPERVISOR AND SITE-BASED OBSERVER

- **SUMMATIVE** – DEPEND UPON THE MENTOR'S FEEDBACK AND COMMUNICATION
- FOCUS ON THE OUTCOME AND EVALUATE INTERN'S GROWTH
- **MAKE JUDGEMENTS ABOUT MASTERY**
- SUPERVISOR – 3 OBSERVATIONS – (1 UNANNOUNCED)
- SITE-BASED OBSERVER – 2 OBSERVATIONS



# MENTOR ROLES



# CO-TEACHING

## CO-TEACHING PROVIDES:

- MORE OPPORTUNITIES FOR **GROUPING**
- ANOTHER SET OF EYES TO WATCH AND **PROBLEM SOLVE**
- HELP WITH CLASSROOM **MANAGEMENT**
- HELP WITH LESSON **PLANNING**
- **REDUCTION** IN STUDENT-TEACHER RATIO
- AN INCREASE IN **INSTRUCTIONAL STRATEGIES** USED



# CO-TEACHING IN THE INTERNSHIP

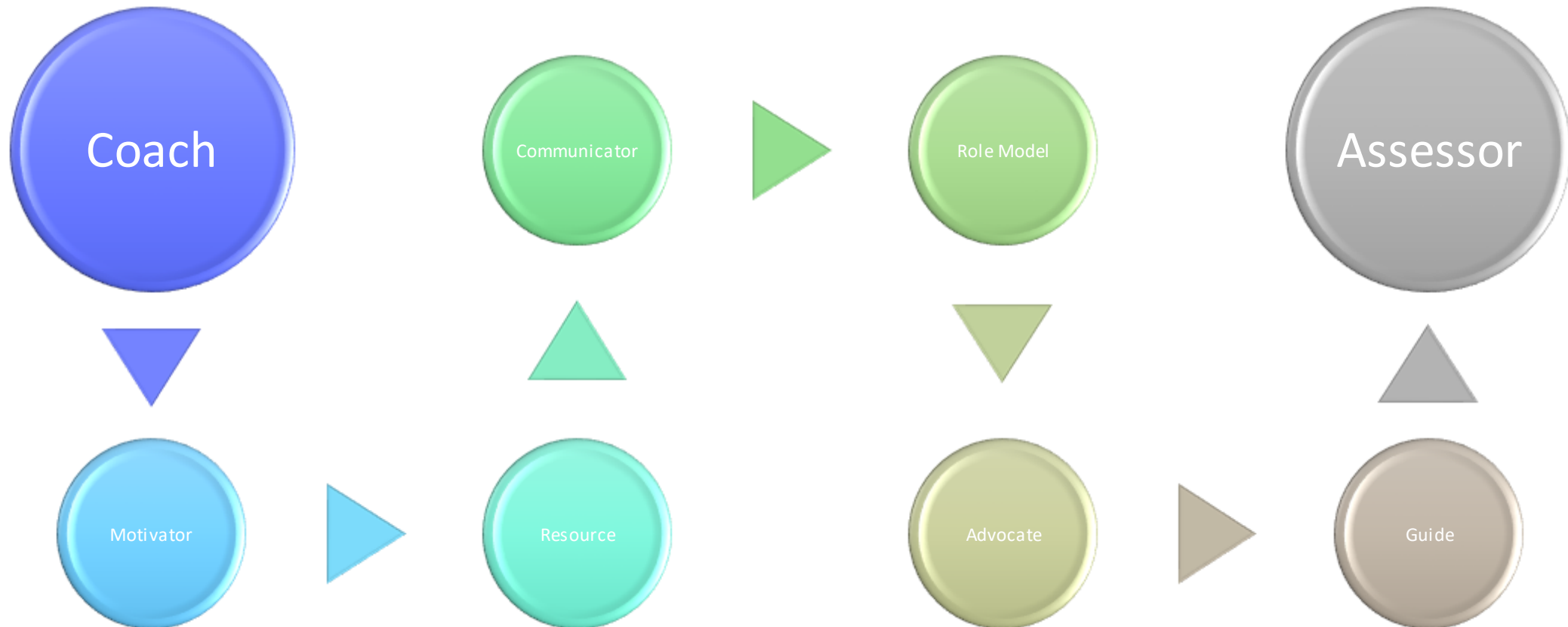
- BALANCE LEAD TEACHING AND CO-TEACHING
- INTERNSHIP II – INTERN IS IN THE LEAD ROLE MOST OF THE TIME
- REQUIRE THE INTERN TO LEAD THE DISCUSSION FOR CO-TEACHING MODELS WHEN PLANNING (KNOW THE ROLE YOU ARE TO ASSUME).

# TRANSITION PLAN

## INTERN/MENTOR TEACHER TRANSITION PLAN for May, 2023 Graduates (This is ONLY a model to help organize internship. This is not a requirement)

WEEK OF:	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Other	INTERN RESPONSIBILITIES
Jan 2	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Begin semester in host school – attend professional development/faculty sessions – get acquainted with faculty in the building (if you are moving to a new placement), share calendar for the spring semester with mentor and discuss important expectations and dates</li> <li>Co-Plan and co-teach with mentor</li> <li>Remember edTPA requirements this semester – through your capstone course (edTPA due dates, etc. <u>are listed at the end of this transition calendar.</u>)</li> </ul>
Jan 9	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Co-Plan and co-teach lessons with mentor teacher</li> </ul>
Jan 16	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue planning and co-teaching with mentor</li> <li>Intern plans for the teaching of 1 subject/class period <u>every day</u></li> <li><u>Wednesday, January 18</u> – Required Education Career Fair – 10:00-12:30 – McBryde Hall – Optional interviews to follow in the afternoon</li> </ul>
Jan 23	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue planning and co-teaching with mentor, solo teaching</li> <li>Intern plans/teaches 1 subject/class period <u>every day</u></li> <li>Intern plans for the teaching of 2 subjects/class periods for the next week</li> </ul>
Jan 30	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue planning and co-teaching with mentor, solo teaching</li> <li>Intern plans/teaches 2 subjects/class periods <u>every day</u></li> <li>Intern plans for the teaching of 3 subjects/class periods for the next week</li> </ul>

# MENTOR ROLES



# WHAT DO ASSESSORS DO?

1

A) PROVIDE CONTINUOUS DATA-BASED  
FEEDBACK ON PERFORMANCE IN  
RELATION TO THE ADEPT  
COMPETENCIES (SCTS 4.0)

2

B) WORK WITH INTERN ON IDENTIFYING  
STRENGTHS AND WEAKNESSES; SETTING  
GOALS FOR IMPROVEMENT

# MAKE SURE YOU...



- USE THE [INTERNSHIP II OBSERVATION FORM](#) – INTERNSHIP I IS DIFFERENT FROM INTERNSHIP II.
- OBSERVATIONS MUST BE [TYPEWRITTEN](#).
- PROVIDE FACT-BASED FEEDBACK [BOTH ORALLY AND IN WRITING](#) TO THE INTERN. USE THE RUBRIC ATTACHED TO THE EVALUATION FOR THE PROGRAM AREA OF YOUR INTERN.
- ALLOW TIME FOR THE INTERN TO REFLECT BEFORE HOLDING THE POST-OBSERVATION CONFERENCE.
- REMEMBER THAT YOU MIGHT NOT BE ABLE TO OBSERVE ALL OF THE COMPETENCIES DURING A SPECIFIC OBSERVATION. YOU MAY NEED TO SCHEDULE SOME ADDITIONAL OBSERVATIONS TO GET EVIDENCE FOR THE INDICATORS.

# PRE-OBSERVATION CONFERENCE

- FOR ANNOUNCED OBSERVATIONS, A PRE-OBSERVATION CONFERENCE IS **REQUIRED\***. THERE IS A PRE-CONFERENCE FORM ON THE WEBSITE WITH POSSIBLE QUESTIONS TO ASK.
- CONFERENCE PLATFORM:
  - ☐ FACE TO FACE
  - ☐ ZOOM, TEAMS, FACE TIME
  - ☐ PHONE CONVERSATIONS (LAST RESORT...HARD TO ENSURE TOTAL ATTENTION TO THE CONVERSATION IS EXHIBITED)

**\*THE PURPOSE OF THE PRE- OBSERVATION CONFERENCE IS TO GET THE INTERN TRULY THINKING ABOUT THE LESSON THEY WILL BE TEACHING FOR THE OBSERVATION. CONDUCT THIS A FEW DAYS BEFORE THE OBSERVATION IS SET TO OCCUR. THIS GIVES THE INTERN TIME TO MAKE CHANGES BASED UPON THE CONVERSATION WITH YOU.**



# POST OBSERVATION CONFERENCE

- POST-OBSERVATION CONFERENCES ARE **REQUIRED** AFTER EVERY OBSERVATION. THIS IS A VALUABLE TIME FOR:
  - ☐ THE OBSERVER TO SHARE THE DATA THEY COLLECTED
  - ☐ THE OBSERVER AND THE INTERN TO REFLECT ON THE LESSON TOGETHER
  - ☐ THE INTERN TO MAKE GOALS FOR IMPROVEMENT

*CAN BE VIRTUAL OR FACE-TO-FACE*

# USING THE RUBRIC

- USE THE EVALUATION RUBRIC FOR YOUR TALKING POINTS WHEN DISCUSSING:
  - OBSERVATIONS
  - PRE/POST CONFERENCES
  - GOAL-SETTING
  - INTERN'S SELF-ASSESSMENT.
- START WITH THE “MEETS EXPECTATIONS” COLUMN – THIS IS WHERE A SUCCESSFUL INTERN SHOULD BE. USING THE RUBRIC KEEPS THE INTERN CENTERED ON WHERE THEY ARE DOING WELL AND WHERE IMPROVEMENTS NEED TO BE MADE.
- RUBRICS ARE FOUND ON THE WEBSITE UNDER EVALUATIONS. LOCATE YOUR SPECIFIC PROGRAM AREA EVALUATION, SCROLL TO THE END AND YOU WILL SEE THE RUBRIC TO PRINT OUT.

# Internship II Evaluation Rubric

DOMAIN 1: PLANNING				
		Below Expectations	Meets Expectations	Exceeds Expectations
1.1	<p>TC creates standards-based lessons in accordance with the requirements of the discipline, including learning objectives that are measurable, rigorous, and align with the standards.</p> <p>InTASC 4, 7; CAEP 1.3, 1.4 SCTS 4.0 – Instruction (Standards and Objectives); Planning (Instructional Plans; Assessment)</p>	Lesson plans or objectives do not meet expectations of the discipline in one of more of the following ways: Lesson plans or objectives do not align with unit goals or standards and/or learning experiences are out of alignment with objectives or do not ensure student engagement	Lesson plans are aligned with long-range goals and learning experiences are designed to achieve stated objectives, and ensure student engagement. Lesson plans meet expectations of the discipline. Learning objectives are measureable, appropriately challenging, and align with the standards.	Lesson plans are <b>consistently</b> aligned with long-range goals. Learning experiences are designed to achieve stated objectives and to <b>maximize</b> student engagement. Lesson plans meet expectations of the discipline. Learning objectives are measurable, rigorous, and align with the standards.
1.2	<p>TC designs, selects, or modifies multiple methods of assessments that are aligned with lesson objectives.</p> <p>InTASC 6, 7; CAEP 1.2 SCTS 4.0 – Planning (Instructional Plans; Assessment)</p>	Assessments do not align with lesson objectives, or no assessments are identified. Accommodations are not planned or are inappropriate.	Informal or formal lesson assessments are appropriate (for age and knowledge level), align with lesson objectives, and occur at various points during the lesson. Plans appropriate assessment accommodations to meet individual learner needs.	Informal and formal lesson assessments are appropriate (for age and knowledge level), align with lesson objectives <b>and cognitive task</b> , and occur at various points during the lesson. <b>Assessments include verbal and/or written directions, models, prompts, etc. that clearly define learner expectations.</b> Plans appropriate assessment accommodations to meet individual learner needs.
1.3	<p>TC uses data from a variety of formative, diagnostic, and summative assessments to guide instructional planning.</p> <p>InTASC 6, 7; CAEP 1.2 SCTS 4.0 – Planning (Instructional Plans; Assessment)</p>	TC does not gather or examine student performance data or does not use data appropriately in the planning process.	TC gathers and uses learner performance data from multiple assessments to modify or determine lesson objectives and instructional plans.	TC gathers and uses <b>a variety</b> of learner performance data from multiple assessments to modify or determine lesson objectives <b>and</b> to modify instructional plans.
1.4	<p>TC plans for safe and appropriate learner use of digital tools for problem solving, conducting research, and creative expression.</p> <p>InTASC 5; CAEP 1.5 SCTS 4.0 – Instruction (Motivating</p>	TC plans lessons without including appropriate resources for learner use of digital tools to support problem solving or creative thought.	TC plans for safe and appropriate learner use of tools providing opportunities for problem solving, conducting research, and/or creative expression.	TC plans for safe and appropriate learner use of current and emerging digital tools providing <b>multiple</b> opportunities for problem solving, conducting research, <b>and</b> creative expression.

# INTERN SELF-ASSESSMENT

- THE INTERN'S SELF-ASSESSMENT FORM IS THE SAME FORM AS THE INTERNSHIP EVALUATION.
- THE INTERN KEEPS THEIR DOCUMENTATION AND USES IT TO DO THE SELF-ASSESSMENT, **WITH THE MENTOR'S ASSISTANCE**.
- THE MENTOR AND INTERN HAVE A CONVERSATION AND LOOK AT THE INTERN'S DATA TO DISCUSS THEIR THOUGHTS ON THE INDICATORS FOR RATINGS. THIS IS A **COLLABORATIVE** ENDEAVOR.
- THE INTERN WILL EMAIL THE SELF-ASSESSMENT TO THEIR SUPERVISOR **BEFORE** THE MID-TERM/FINAL EVALUATION CONFERENCE.



# INTERN'S DOCUMENTATION

- INTERNS KEEP ALL LESSON PLANS, OBSERVATIONS, PRE/POST CONFERENCE NOTES, EMAILS, ETC. IN A NOTEBOOK FOR DOCUMENTATION.
- THE NOTEBOOK CAN BE A PHYSICAL NOTEBOOK OR A DIGITAL NOTEBOOK KEPT ON ONE DRIVE, GOOGLE DRIVE, DROPBOX OR WHATEVER DIGITAL FORMAT IS GOOD FOR THE MENTOR, SUPERVISOR, AND INTERN.

# EDTPA

- PORTFOLIO OF FIVE PRIORITY AREAS FOR EFFECTIVE INSTRUCTION.
  - INCLUDES VIDEOS AND SAMPLES OF STUDENT WORK
- COMPLETED WITH SUPPORT FROM THEIR CONTENT AREA INSTRUCTORS (3 FULL RELEASE DAYS TO COME TO CAMPUS) – EACH PROGRAM AREA WILL COMMUNICATE WITH THEIR CANDIDATES AS TO WHICH 3 RELEASE DAYS PERTAIN TO THEM.

# EDTPA

- INTERNSHIP II ASSIGNMENT
- SUBJECT SPECIFIC
- DEMONSTRATION OF WHAT THE INTERN CAN DO AND WILL DO  
IN RELATION TO PLANNING, INSTRUCTION, ASSESSMENT, ANALYSIS  
OF TEACHING AND ACADEMIC LANGUAGE
- REVIEW OF TEACHER CANDIDATE'S TEACHING MATERIALS

# ROLE OF MENTOR DURING EDTPA



## DOS

- Explain edTPA tasks and scoring rubrics
- Provide experiences aligned with edTPA (e.g., assignments analyzing their instruction, developing curriculum units, or assessing student work)
- Ask probing questions about draft edTPA responses or video recordings



## DON'TS

- Instruct which video clips to select for submission
- Edit materials prior to submission
- Offer critique that provides specific, alternative responses, prior to submission for official scoring



# WHEN ISSUES ARISE

- COMMUNICATE WITH SUPERVISOR (DON'T COVER CONCERNS WITH A BAND-AID.)
- PROVIDE HONEST, CONSTRUCTIVE FEEDBACK TO INTERN
- KEEP DOCUMENTATION – LITTLE THINGS CAN ADD UP TO BIGGER CONCERNS

IF A PROBLEM CONTINUES WITH THE INTERN'S PERFORMANCE, THE INTERN MAY NEED TO GO ON AN IMPROVEMENT CONTRACT. THIS SETS REQUIRED CONDITIONS TO BE MET FOR THE INTERN TO CONTINUE IN THE INTERNSHIP AND HOLDS EVERYONE ACCOUNTABLE FOR THEIR PART.



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## Handbooks and Forms



### Contact Information

The Rex Institute  
143 Withers Building  
Rock Hill, SC 29733  
803/323-4734  
803/323-2284 (fax)  
E-mail

▸ Calendars

▸ Handbooks and Forms

▸ Forms

▸ Assessments

▸ Course Syllabi

# REX INSTITUTE SITE

<https://www.winthrop.edu/coe/rex/handbooks-and-forms.aspx>



**QUESTIONS**