

TEACHER INTERN CALENDAR

(16 Week)

- Outlined below are suggestions for supervisors with our Teacher Interns (TI). Please refer to the website for additional ideas and guidelines at <http://www.csc.edu/education/fieldexperience/index.csc>.

FIRST WEEK

Introduce TI to staff

Provide needed supplies, materials, work area

Acquaint TI with school policies, procedures, customs, and traditions

Acquaint TI with extra-curricular program

Have TI observe classes, correct papers, take roll

Have TI work with individuals and small groups

Prepare TI to assume responsibility for classroom teaching; discuss lesson planning and classroom management, etc.

Identify a tentative schedule that the TI will follow to assume responsibility for planning and teaching. The TI should not be given responsibility for more than 2 classes at a time.

SECOND WEEK

Continue activities of first week

Work TI into team teaching and/or some short-term assignments

Confer with TI regarding lesson plans

Supervise class performance closely

THIRD WEEK

Continue assigning additional teaching responsibilities

Continue to delegate more classroom responsibilities

Confer with TI about daily and weekly lesson plans

Discuss testing and evaluation procedures

Supervise classroom performance closely, provide feedback

Notify Director of Field Experiences of any unsatisfactory performance

FOURTH - FIFTH WEEK

Continue previous activities

Notify Director of Field Experiences of any unsatisfactory performance

By end of the Fifth week, the TI should be ready to assume responsibility for a full teaching load

Supervisor periodically observes, evaluates, holds conferences

Supervisor confers with TI about planning evaluation

DISCUSS WITH TI AND SUBMIT FIRST FORMATIVE EVALUATION FORM under Student Teaching Evaluations by end of 4th week - <https://forms.office.com/r/dsUaFFat8x>

SIXTH - EIGHTH WEEK

TI teaches full load

Supervisor periodically observes, evaluates, holds conferences

Supervisor confers with TI about planning evaluation

DISCUSS WITH TI AND SUBMIT MIDTERM NEBRASKA CLINICAL EVALUATION RUBRIC under Student Teaching evaluations by end of 8th week - <https://forms.office.com/r/YH9k919FJ2>

Notify Director of Field Experiences of any unsatisfactory performance

NINTH-THIRTEENTH WEEK

TI teaches full load

Supervisor periodically observes, evaluates, holds conferences

Supervisor confers with TI about planning evaluation

DISCUSS WITH TI AND SUBMIT SECOND FORMATIVE EVALUATION FORM under Student Teaching evaluations by the end of the 13th week - <https://forms.office.com/r/dsUaFFat8x>

FOURTEENTH-FIFTEENTH WEEK

TI continues to teach full load

TI begins a gradual phase-out during the 15th week

SIXTEENTH WEEK

TI may observe other classes, levels, etc. during phase-out period

TI will be completely phased out during the 16th week

DISCUSS WITH TI AND SUBMIT FINAL NEBRASKA CLINICAL EVALUATION RUBRIC under Student Teaching evaluations by end of 16th week - <https://forms.office.com/r/YH9k919FJ2>

COMPLETE ANY EVALUATIONS NOT PREVIOUSLY SUBMITTED. (End of 16th week)