

# TEACHER INTERN CALENDAR

## (9 weeks)

- Outlined below are suggestions for Cooperating Teachers 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.

### 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 - FOURTH WEEKS

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

**DISCUSS WITH TI AND SUBMIT FIRST FORMATIVE EVALUATION FORM under Student Teaching Evaluations - <https://forms.office.com/r/dsUaFFat8x>**

Notify Director of Field Experiences of any unsatisfactory performance

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

### FIFTH – EIGHTH WEEKS

TI teaches full load

Supervisor periodically observes, evaluates, holds conferences

Supervisor confers with TI about planning evaluation

**DISCUSS WITH TI AND SUBMIT NEBRASKA CLINICAL EVALUATION RUBRIC under Student Teaching evaluations - <https://forms.office.com/r/YH9k919FJ2>**

Notify Director of Field Experiences of any unsatisfactory performance.

Discuss plans for your phase-in/TI's phase-out (8<sup>th</sup> week)

### NINTH WEEK

TI begins gradual phase-out

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

**COMPLETE ANY EVALUATIONS NOT PREVIOUSLY SUBMITTED (END OF 9<sup>th</sup> WEEK)**