

INTERN/MENTOR TEACHER TRANSITION PLAN for Internship I Fall, 2024-Chester-Clover-Fairfield-York

(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 25-26							<ul style="list-style-type: none"> Begin Internship in host school on July 25– 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
July 29	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> August 1st- First day of school Get acquainted with students in the class(es) Begin co-teaching small segments of lessons with your mentor Begin assisting with mentor duties
Aug 5	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> Required Seminar – “A Look into Internship I” - Monday, August 5 from 4:00-6:00in the Student Activity Center (next to Withers) then Plowden Auditorium. Assist with mentor duties Co-teach small segments of lessons with your mentor
Aug 12	IO/MI	IO/MI	IO/MI	IO/MI	MI	MI	<ul style="list-style-type: none"> Co-teach <u>1 entire lesson</u> with mentor this week Continue co-teaching small segments of lessons with your mentor Continue assisting mentor with duties
Aug 19	IO/MI	IO/MI	IO/MI	MI	MI	MI	<ul style="list-style-type: none"> <u>Aug 19</u> – Winthrop University classes begin at 5:00 PM. You are expected to attend your internship on August 19 for the full day, as you have been doing since July 25. <u>Aug 20</u> – begin modified schedule in host school according to your program Continue assisting mentor with duties and continue teaching small segments of lessons during your day(s) in the classroom Co-teach <u>1 entire lesson</u> with mentor this week
Aug 26							<ul style="list-style-type: none"> Continue observing, co-planning and co-teaching small segments of lessons with mentor throughout the week 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) Continue getting to know students and assisting mentor with duties and responsibilities Work with individual students/small groups of students
Sept 2	IO/MI	IO/MI	MI	MI	MI	MI	<ul style="list-style-type: none"> 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) Continue assisting mentor with duties and responsibilities and <u>begin</u> taking

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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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							responsibility for small instructional and non-instructional activities (morning routines, attendance, routine class starting activities, etc.)
Sept 9	IO/MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue co-planning and co-teaching with mentor (co-teach at least <u>3 entire lessons</u>, in addition to co-teaching small segments of other subjects/classes- (mentor is in the lead with planning and instruction) Continue assisting mentor with duties and responsibilities – add to the small instructional and non-instructional activities you began assuming last week
Sept 16	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue co-planning and co-teaching with mentor Take over full responsibility for various routine activities (both instructional and non-instructional- morning exercises, attendance, routine class starting activities, etc.) Mentor and Intern should mostly be co-teaching subjects/classes at this point, with the mentor in the lead
Sept 23	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue co-planning and co-teaching with mentor and taking responsibility for routine non-instructional/instructional activities Thursday, Sept. 26– Friday, Oct. 4 – mid-term evaluation conferences (supervisor, mentor, intern participating)
Sept 30	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue co-planning and co-teaching all subjects/classes with mentor and taking responsibility for routine non-instructional/instructional activities
Oct 7-11							<ul style="list-style-type: none"> Fall Intercession (Fairfield Intercession Oct. 14-18)
Oct 14	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> Begin <u>planning to lead teach 1 lesson next week</u> 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
Oct 21	I	I	I	MI	MI	MI	<ul style="list-style-type: none"> <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. <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
Oct 28	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> <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. <u>Continue planning/co-planning to lead teach 3 lessons next week</u> (<i>intern in lead</i>

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							<i>role of planning and instructing but works with mentor for co-teaching opportunities) - Intern takes responsibility for material preparation, as well as lesson planning</i>
Nov 4	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> • <u>Teach 3 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 3 lessons for the week, NOT 3 lessons per day. • <u>Continue planning for teaching/co-planning/co-teaching at least 2 lessons next week</u> using lesson plan template required by supervisor and mentor teacher - <i>Infusing technology required in lessons</i> • November 8 – <u>Required Session</u> – 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)
Nov 11	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> • <u>Teach 2 lessons using program lesson plan template</u> required by supervisor and mentor teacher and <u>continue planning for teaching/co-teaching at least 1 lesson next week</u> using lesson plan template required by supervisor and mentor teacher - <i>Infusing technology required in lessons</i>
Nov 18	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> • <u>Teach 1 lesson on program lesson plan template <i>infusing technology</i></u> into your lesson and continue to co-plan/co-teach for remainder of classes or subjects • Continue co-teaching with mentor for all subjects/classes
Nov 25	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> • <u>Teach 1 lesson on program lesson plan template <i>infusing technology</i></u> into your lesson and continue to co-plan/co-teach for remainder of classes or subjects • Final evaluation conferences – Monday, November 18 – Friday, November 22 • Continue co-teaching with mentor for all subjects/classes
Dec 2	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> • <u>Dec 3– Study Day</u> (Interns do NOT have to report to host schools on Study Day or during exam week) • <u>Dec 4 -10 Final Exams</u>
Dec 9	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> • <u>Dec 11</u> – Required - “<i>Intern II Boot Camp</i>”- 8:00- 4:30 (information forthcoming – Make sure to check email communication regularly for updates) • <u>Dec 12</u> - Report to your host school all day, every day, until your school district releases teachers for winter break.

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