

The Introductory Meeting

An introductory meeting should be scheduled by the supervisor with the teacher candidate and the mentor whenever a new placement is made. For the Internship, the introductory meeting should be within the first two weeks of school. During this meeting, expectations, processes and procedures of the internship are discussed.

Forms and Procedures

- Internship syllabi
- Emergency Contact Information (form to be submitted to school office)
- Lesson Plans
- Intern notebook (for plans, observation feedback, etc.)
- Reference to <https://www.winthrop.edu/ceshs/rex/field-office-internship-and-field-experience.aspx>

Notes:

Communication

- Importance of consistent communication and feedback
- Co-teaching
- Exchanging of emails and phone numbers
- Procedures for intern absences/tardies

Notes:

Evaluation

- Roles of mentor, supervisor, and site-based observer
- Evaluation rubric for observations and assessments
- Evaluation instrument <https://www.winthrop.edu/ceshs/rex/field-office-midterm-and-final-evaluations.aspx>
- edTPA (Internship II)

Notes: