SECONDARY TEACHER INTERN CALENDAR

(8 Weeks)

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

COMPLETE FIRST COOPERATING TEACHER/TEACHER INTERN CHECKLIST, DISCUSS WITH TI, E-MAIL TO svanvleet@csc.edu.

Notify Director of Field Experiences of any unsatisfactory performance

**FOURTH WEEK**

Continue previous activities
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 **minimum** of 4 classes but **no more** than 4 preparations.

**FIFTH - SEVENTH WEEKS**

TI teaches full load
Supervisor periodically observes, evaluates, holds conferences
Supervisor confers with TI about planning evaluation

COMPLETE SECOND COOPERATING TEACHER/TEACHER INTERN CHECKLIST, DISCUSS WITH TI, E-MAIL TO svanvleet@csc.edu

Notify Director of Field Experiences of any unsatisfactory performance
Discuss plans for your phase-in/TI's phase-out (7th week)

**EIGHTH WEEK**

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

COMPLETE FINAL GRADE FORM AND **ANY OTHER EVALUATION NOT PREVIOUSLY MAILED**, EMAIL TO COLLEGE.