

EDU354: Elementary/Middle School Strategies Field Placement Tasks

Interns must complete a minimum of 20-40 clock hours in the field at their assigned placements. Students are accountable for responsibilities described more generally in the Cooperating Teacher's Handbook found in this packet. Each intern is responsible for submitting his/her initial and final paperwork to the clinical faculty.

Many Strategies students are in their final semester before student teaching, so their internship experience is especially important.

Lessons Taught

Interns in Strategies must teach a minimum of four lessons in the classroom. Two of the lessons must also include a clinical cycle. The lessons can be taught to a small group or to a whole class. When possible, however, at least one lesson should be taught to the whole class. These lessons should not interrupt the flow of the class and may only last a portion of a class period.

Students must have a well-developed, written lesson plan that uses a format approved by the intern's professor. The intern will ask the cooperating teacher to review and sign the lesson plan as an indication that the plan has been approved. If the plan needs modification with regard to appropriateness and instructional practices, the cooperating teacher should not sign the plan, but instead discuss alternatives and sign when an appropriate revised plan is submitted. The lesson plans and materials should be approved by the cooperating teacher at least two days prior to the teaching of the lesson; modifications to the plans should be approved by the classroom teacher at least one day in advance of teaching the lesson.

After each lesson is taught, the intern will submit the appropriate paperwork to the course professor.

Log of Hours

Interns must leave the log of hours form with the cooperating teacher during the semester. The cooperating teacher must verify that the hours logged accurately reflect the hours the intern works in the classroom. The internship hours should not begin before students arrive or extend beyond the school day for students. Because of the academic nature of the internship, hours cannot be accrued in sports practices; other special requests will be considered on a case-by-case basis.

Evaluation

Evaluation forms are included in the cooperating teacher packet and should be completed and returned to the clinical faculty. The intern must arrange for an appointment with the cooperating teacher to discuss the evaluation; the intern's identified strengths and weaknesses should be reported and discussed in accordance with the items included on the evaluation form. The evaluation is submitted to the clinical faculty by the intern at the conclusion of the placement.

Other Notes

Please communicate any concerns or suggestions for improvement directly to the intern, and when warranted also to the clinical faculty member. If any issues are not resolved before the end of the semester, please communicate these concerns in writing on the intern's evaluation form.

There may be other assignments that interns will complete that they may ask the cooperating teachers to discuss. Please share information about methods, strategies, and materials used in class that would be valuable for interns to consider for their assignments. Any support that cooperating teachers can provide with regard to the interns will be appreciated.

I have read, understand, and willing to accommodate the above tasks:

Student's Signature: _____ **Date:** _____

Cooperating Teacher's Signature _____