BEFORE THE IST MEETING...

- Contact the supervising administrator, campus mentor teacher and Intern to schedule the meeting
- Per TEA, the meeting must be held before the end of the third week of school; we suggest that it be conducted during the week/days of staff development prior to the beginning of the school year
- Ask that the meeting be held in a room with easy access to a computer screen, should you wish to share the online pages/links
- If you wish to provide hard copies of any of the information found in this guide or on the webpage/s, you have permission to copy and distribute.

AS YOU BEGIN...

- Introduce yourself: share your teaching/mentoring experience and any personal information that will help the Intern Support Team get to know you.
- Provide your contact information and the best method/day/times to contact you.

THE GOAL OF THE IST MEETING IS TO

- Provide an overview of the internship experience and program expectations
- Provide clarity in the roles/responsibilities of the IST

OVERVIEW OF THE INTERN EXPERIENCE

INTERNSHIP

The Internship is a (one) school-year paid teaching practicum, comprised of 180 instructional days with an average of 4 hours per day in the certification area.

With successful completion of the internship, the Intern will be eligible for standard certification:

- Completing all program requirements/assignments
- Receiving an offer of contract renewal from the principal
- Receiving a recommendation from the University Supervisor
- Passing score on the PPR exam
INTERNSHIP PROGRAM ASSIGNMENTS

• **Classroom Management Plan**
  Prior to the beginning of school, the Intern will develop a Classroom Management Plan.

• **Dyslexia Training and Mental Health Training**
  Required by TEA, both trainings are provided via the Accelerate Online webpage.

• **Semester Class Schedule**
  At the beginning of each semester, the Intern will provide a copy of his/her schedule (including conference time, lunch period, etc.) to the University Supervisor.

• **Bi-Weekly Check-Ins**
  A bi-weekly communication plan will be established between the Intern and University Supervisor. Methods of communication include email, text, phone call, or conference:
  o Successes (good things that are happening)
  o Opportunity for Growth (concerns, problems)
  o Request for a phone call or conference (if needed)

• **Master Teacher Observations & Reflections (minimum of 1 per semester)**
  Each semester, the Intern will observe a campus-based master teacher during the Intern’s conference period.

• **Professional Learning Artifacts (1 per semester)**
  Each semester, the Intern will provide a written response based on learnings from professional development offerings at the campus, district and/or program.

• **Formal Observations by the University Supervisor**
  o Minimum of four (4) formal observations during the year; two (2) per semester.
  o Each observation will last a minimum of 45 minutes and are intended to provide feedback and not to serve as evaluations.
  o Scheduled and conducted by the University Supervisor.
  o The Intern will email a copy of their observation lesson plan to the University Supervisor at least 3 days prior to the observation.
  o The University Supervisor will conduct a pre-conference with the Intern via email, face time or phone call at least 2 days prior to the observation.
  o The University Supervisor will conduct an interactive post-conference (face time, phone or in-person conference) within 24 hours of the observation; written feedback within 48 hours of the post-conference will be submitted via CEHD Data Portal.
  o The Intern will complete reflection questions within 2 business days of receipt via CEHD Data Portal system.
  o A copy of each observation and Intern reflection will be emailed to the supervising school administrator and Accelerate Online.

• **Formal Observation Reflections**
  There are reflection questions that the Intern must complete within 2 business days. The observation is not considered complete until the reflections are submitted.

• **Record of Professional Development Hours**
  A record of professional development hours must be maintained throughout the school year and submitted by the Intern prior to approval for standard certification.
ROLES AND RESPONSIBILITIES OF THE IST MEMBERS

Each Intern is supported throughout the school year by an Intern Support Team, comprised of

- Campus Mentor Teacher
- Supervising Administrator
- University Supervisor

The Intern Support Team will work as a team to guide the Intern in meeting the internship experience objectives:

- Create a classroom environment that is respectful of students in a world of diverse cultures and expectations.
- Develop high levels of teaching competency.
- Establish professional relationships with fellow staff, students and parents.
- Engage in self-evaluation and professional goal setting.

RESPONSIBILITIES OF THE INTERN

Responsibility to the Students

- Create and establish a positive and professional learning environment.
- Develop awareness of students’ diverse learning, social and emotional needs.
- Know/follow curriculum standards (Texas Essential Knowledge & Skills/TEKS).
- Incorporate strategies/materials that are consistent with the students’ instructional levels.
- Provide lesson activities that require cooperation and active participation.
- Maintain confidentiality

Responsibility to the Campus

- Read the campus staff handbook; be familiar with school policies & procedures.
- Maintain consistent attendance and punctuality.
- Complete district/campus tasks and duties on time.
- Attend all required meetings and professional development.
- Collaborate with colleagues in sharing ideas and materials.
- Welcome constructive feedback & develop a plan for self-reflection.
- Communicate in a tone that is positive, tactful and courteous.
- Dress appropriately according to school dress code.

Responsibility to the University Supervisor/Accelerate Online Program

- Communicate bi-weekly with the University Supervisor.
- Seek input and assistance from the Mentor Teacher.
- Welcome feedback and incorporate suggestions into subsequent planning and teaching.
- Turn in all submissions and payment fees by the due date/s.
- Notify the University Supervisor immediately of any changes in assignment.
RESPONSIBILITIES OF THE CAMPUS MENTOR TEACHER

The Campus Mentor Teacher is the staff person to whom the Intern will turn to on a frequent basis for answers to questions and to share their professional expertise, knowledge, and skills with the Intern. The mentor teacher is assigned by the campus and/or district administration.

Responsibility to the Intern
- Orient the Intern with the schools’ physical layout, daily bell schedule, discipline policies/procedures
- Share “unwritten rules for success” within the school/district
- Provide resources for creating lesson plans/engaging lessons (apps, websites, blogs, videos, etc.)
- Explain the use of curriculum guides and other resources for the grade/subject
- Explain the methods of record keeping for attendance, tardiness, grades, conduct, etc.
- Discuss emergency procedures such as fire drills, lockdowns, illness, fighting, etc.
- Provide a specific time for planning and discussing issues on a regular basis
- Maintain confidentiality

Responsibility to the University Supervisor/Accelerate Online Program
- Attend the Intern Support Team Meeting, coordinated by the University Supervisor (attendees: Intern, Mentor Teacher, Supervising Administrator, University Supervisor)
- Participate in the Online Mentor Training provided by Texas A&M University
- Communicate with the University Supervisor on a regular basis regarding progress
- Contact the University Supervisor with questions and/or concerns immediately

RESPONSIBILITIES OF THE SUPERVISING ADMINISTRATOR

The Supervising Administrator will ensure that the Intern understands the schools’ vision, goals, student learning expectations, areas of strengths, and areas of focus.

Responsibility to the Intern
- Ensure that the internship is a one (1) school-year practicum, comprised of 180 instructional days, with an average of four (4) hours per day in the certification area
- Maintain constant awareness of the Intern’s development by means of required observations and walk-through observations
- Provide feedback regarding the Intern’s strengths and areas for growth
- Maintain open communication with the Intern and assist with problems

Responsibility to the University Supervisor/Accelerate Online Program
- Attend the Intern Support Team Meeting, coordinated by the University Supervisor (attendees: Intern, Mentor Teacher, Supervising Administrator, University Supervisor)
- Make a final recommendation to the University Supervisor regarding the Intern’s standard certification eligibility
- Contact the University Supervisor with questions and/or concerns immediately
RESPONSIBILITIES OF THE UNIVERSITY SUPERVISOR

Assigned by the Accelerate Online program, the University Supervisor will conduct observations throughout the year and provide on-going feedback regarding instruction, learning, and classroom management via bi-weekly communication.

Responsibility to the Intern
- Coordinate and conduct the Intern Support Team Meeting (attendees: Intern, Mentor Teacher, Supervising Administrator, University Supervisor)
- Observe the Intern a minimum of four (4) times during the school year (2 in the fall semester, 2 in the spring semester; 45 minutes each; written feedback provided within 48 hours of post-conference)
- Provide verbal post-conference feedback via face time, phone call or in-person conference regarding the Intern’s strengths and areas for growth after each observation
- Maintain bi-weekly check-ins with the Intern and assist with problems/issues as they arise
- Complete a Growth Plan for area/s of concern, if needed.

Responsibility to the Campus
- Communicate with the Mentor Teacher to monitor and support the Intern’s experience
- Contact the University Supervisor with concerns and/or implementation of Growth Plan immediately

Responsibility to the Accelerate Online Program
- Complete all duties as outlined in the Accelerate Online University Supervisor Course
- Monitor and assess Intern assignments
- Document any infractions of school policy or professionalism and/or unsatisfactory progress in the classroom and notify Accelerate Online immediately.
- Make a final recommendation to Accelerate Online regarding Intern standard certification eligibility