



## **Accelerate Online Teacher Certification GUIDE TO THE INTERN SUPPORT TEAM (IST) MEETING**

### **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:
  - Successes (good things that are happening)
  - Opportunity for Growth (concerns, problems)
  - 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**
  - Minimum of four (4) [formal observations](#) during the year; two (2) per semester.
  - Each observation will last a minimum of 45 minutes and are intended to provide feedback and not to serve as evaluations.
  - Scheduled and conducted by the University Supervisor.
  - The Intern will email a copy of their observation lesson plan to the University Supervisor at least **3 days prior** to the observation.
  - 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.
  - 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.
  - The Intern will complete reflection questions within 2 business days of receipt via CEHD Data Portal system.
  - A copy of each observation and Intern reflection will be emailed to the supervising school administrator and Accelerate Online.
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- **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