

Accelerate Online-TAMU University Supervisors Overview of the Internship Year

General Information/Responsibilities

Intern

A person holding a baccalaureate degree and hired as a (paid) teacher of record; teaches under a Texas probationary certificate

Internship

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

General Expectations of the intern

- Meet all expectations/requirements of a teacher
- be prompt in meeting campus and program deadlines
- Maintain a positive & professional attitude
- Prepare appropriate lesson plans
- Follow through with effective instructional & classroom management strategies, etc.
- Follow the Texas Teacher Standards and Code of Ethics

General expectations of the University Supervisor

- Serve as an outside mentor to the Intern
- Conduct observations for feedback (not evaluative) purposes
- Maintain a minimum of bi-weekly 'check-ins' via email, text, face time, phone call or conference
- Communicate concerns to the supervising administrator and Accelerate Online

Intern Support Team (IST) Meeting

- Scheduled & facilitated by the University Supervisor
- Comprised of the Intern, Mentor Teacher and supervising Administrator
- Per TEA, must be conducted no later than 3 weeks into the school year
- Information regarding the roles and responsibilities of the IST is shared

Formal Observations

The University Supervisor will observe the Intern a minimum of **4 times** throughout the school year (more may be needed if the intern is not progressing satisfactorily)

- 2 formal observations during the fall semester
- 2 formal observations during the spring semester
- Each observation is a minimum of 45 minutes in length

- **Before an observation:**

Schedule a day/time for the observation and notify the Intern at least one week prior to the observation.

Have the Intern email a copy of their lesson plan for the observation lesson at least 3 days prior to the observation for review.

Conduct a pre-conference with the Intern via email or phone call at least 2 days prior to the observation.

○ ***During an observation:***

Take notes during the lesson using the **Formal Observation Form** (note-taking version)

<http://accelerate.tamu.edu/sites/accelerate.tamu.edu/files/AO%20Observation%20Form.pdf>

○ ***After an observation:***

Conduct an interactive follow-up conference within 24 hours of the observation (by phone, face time, or face-to-face) focusing on self-evaluation by the Intern.

Complete the **online version of the Formal Observation Form** within 48 hours of each follow-up conference

Recommendation for Standard Certification Eligibility

After the final formal observation, the University Supervisor will make a recommendation to Accelerate Online regarding the Intern's eligibility for standard certification via CEHD Data Portal

Intern Seminars/Assignments

University Supervisors will have access to view the following assignments, but are not required to grade:

- Classroom Management Plan
- Professional Learning Artifacts
- Master Teacher Observations