

*SUGGESTED TIMELINE FOR INVOLVING THE TEACHER CANDIDATE
DURING FULL INTERNSHIP*

Component	Description of Activities	8 Week Placement	16 Week Placement
<p>Observation</p> <p>Clinical faculty always present</p>	<p>Orientation to the school & classroom</p> <ul style="list-style-type: none"> ▪ Learn layout of school ▪ Learn routines, procedures, schedules ▪ Learn procedures for emergencies/drills ▪ Review school/district handbooks & other policy statements focusing on teachers and students ▪ Establish rapport with faculty/staff ▪ Discuss arrival/departure & planning time ▪ Participate in faculty meetings & professional development activities ▪ Observe parent-teacher-student conferences ▪ Review clinical faculty's lesson plans ▪ Identify instructional & classroom management strategies used by clinical faculty ▪ Learn student's names ▪ Observe for individual learning strengths ▪ Observe for student developmental levels ▪ Learn about technology tools for teaching 	Week 1	Week 1
<p>Introduction to Teaching</p> <p>Clinical faculty always present</p>	<p>Teacher candidate begins to practice professional interactions with students</p> <ul style="list-style-type: none"> ▪ Assist clinical faculty with non-instructional duties ▪ Assist in organizing & preparing materials/supplies ▪ Work with individuals/small groups using clinical faculty prepared plans ▪ Discuss observations of students & lessons with clinical faculty ▪ Focus on relationships between lesson objectives & activities within lesson ▪ Discuss student assessment & evaluation procedures ▪ Establish a pattern for feedback with the clinical faculty ▪ Practice using technology systems 	Week 2	Week 2

Component	Description of Activities	8 Week Placement	16 Week Placement
<p>Part-time Teaching</p> <p>Clinical faculty always present</p>	<p>Teacher candidate assumes partial or full responsibility for one class or subject</p> <ul style="list-style-type: none"> ▪ Begin providing lesson plans for clinical faculty to critique & approve prior to implementation ▪ Teach approved lessons ▪ Focus on relationships between lesson objectives and activities within the lesson ▪ Discuss observations of students/lesson with the clinical faculty ▪ Maintain necessary records for class or subject being taught 	Week 3	Week3
<p>Additional Involvement</p> <p>Clinical faculty usually present</p>	<p>Teacher candidate should accept additional classes or subjects, usually one added per day.</p> <ul style="list-style-type: none"> ▪ Increase responsibility for planning ▪ Assume responsibility for teaching at least two or three classes or subjects ▪ Review classroom management strategies with clinical faculty ▪ Review long & short-term goals for instruction ▪ Use technology tools for teaching, presentations, and/or record keeping 	Week 4	Weeks 4-5
<p>Full-time Teaching</p> <p>Clinical faculty in and out of room as appropriate</p>	<p>Teacher candidate should have total responsibility within the classroom</p> <ul style="list-style-type: none"> ▪ Review and, with clinical faculty's guidance, implement an instructional approach not previously utilized ▪ (optional) invite building administrator to observe, evaluate, and review a lesson plan ▪ use technology tools for teaching, presentations, and/or record keeping 	Weeks 5-7	Weeks 6-14
<p>Shared Teaching/Observation</p> <p>Clinical faculty present</p>	<p>Begin returning teaching duties to clinical faculty to facilitate a smooth transition for the teacher candidate's departure</p> <ul style="list-style-type: none"> ▪ plan for observation of other teachers in the host school and/or in other schools ▪ discuss observations with clinical faculty ▪ prepare for closure with the clinical faculty and the students 	Week 8	Weeks 15-16