

## **Special Education Intern Program Advisory Committee: Purpose and Role**

The purpose of the Special Education Intern Program Advisory Committee is to represent the interests and concerns of the interns, collaborating teachers, field instructors, and coursework instructors who make up the intern program. All areas of special education certification are represented on the committee as well as both elementary and secondary grade levels. In addition, general education is represented by at least one collaborating teacher. Within the framework of this inclusive representation, the Advisory Committee assumes the following responsibilities.

- Clarify roles, responsibilities, and issues relative to the special education internship program at Michigan State University
- Receive comments/concerns/questions from the various parties represented on the Committee and from interested parties outside of the Committee
- Provide input and direction which enhances the internship program
- Provide input relative to internship coursework and program standards with recommendations for change to faculty coordinator, as appropriate
- Update internship manual (handbook?), including a reference of common terms/language used within the internship program
- Plan professional development curriculum for intern and collaborating teachers' seminars
- Provide positive public relations between university and participating schools
- Design feedback formats for collaborating teacher and intern use
- Develop library of resources for all parties represented within the Advisory Committee
- Provide ongoing best practice examples/teaching tips for all parties represented within the Advisory Committee

The Advisory Committee should meet monthly. Minutes should be kept and distributed to committee members as well as other interested parties upon request. Oral reports of each meeting should be provided to interns and collaborating teachers at their seminars.