

Exit Report/Final Report

The purpose of the final intern report is to describe the level of development the intern has attained, not a saga of the year's development. The description should be based primarily on the intern's lead teaching periods. Potential employers are the audience for the final report. They are interested in the knowledge, dispositions, habits, and skills that the intern has acquired. They need to know about the internship situation, context in which the intern has worked on developing his or her teaching practice. This is described in relation to the program Standards. It is the equivalent of a letter of recommendation.

The final report is the place where collaborating teachers and field instructors comment on the extent to which interns have developed a thoughtful and skillful practice of teaching.

Guidelines include:

1. Written on school stationery
2. Title: Michigan State University
Special Education Internship
Fall Report or Spring Report
3. Heading: Date
Intern
Collaborating Teacher
School
District
City/State
4. Description of school, community, classroom setting, grade level and composition of pupil population, special features of program, special teaching arrangements
5. Description of acquisition of program standards using the midterm evaluation and other related indicators
 1. Knowing Subject Matters and How to Teach Them
 2. Working with Students
 3. Creating and Managing a Classroom Learning Community
 4. Working and Learning in a School and Profession
6. Summary statement
7. Signature of Collaborative Teacher and Intern

The field instructor will complete a report similar to the CT report. If the field instructor has supervised for the whole year, the report should reflect growth over the entire year.

The Intern will complete a pre-internship experiences report. This is a description of the school-based experience that the intern had in TE301, TE401, TE 402, and any CEP school-based experiences. This is not more than one page.

MSU will complete a cover page which is an explanation of the nature of the program. This is a prepared document by the special education faculty to reflect the nature of the intern's five year program. The cover sheet needs to be signed by the intern when all reports are attached and ready to send to Student Services for Placement Files.