

Internship Monthly Highlights

August	January
CT/ Intern letter of Introduction Pre-Internship report due August 28	If new site: <ol style="list-style-type: none"> 1) write letter of introduction 2) complete Behavior Observation form 3) Assist CT 4) Obtain video permission If same site: <ol style="list-style-type: none"> 1) Continue 1/2 – 3/4 teaching schedule 2) Review IEPs of assigned student
September	February
CT complete at least 2 formal observations Obtain permission for videoing Complete Behavior Observation Form Begin plans for unit Assist CT Observation by FI and Intern	CT complete at least 2 formal observations Lead teach 1-3 subjects Plan assessment conference Prepare subbing if appropriate Video – February 26 Resume due Feb 5
October	March
Lead Teach 1 st subject CT complete at least 2 formal observations	Begin 3/4 – full day lead teaching with supervision Assist CT in conferences IEP planning, preparation & participation CT complete at least 2 formal observations
November	April
Intern Assessment Conference Able to sub if appropriate Assist CT with conferences Lead Teaching <ol style="list-style-type: none"> 2 subjects/ 1/2-3/4 day Begin Unit Teaching CT complete at least 2 formal observations November 13 – Video Lesson LDA Conference- Nov. 16 & 17	Final conference Job Fair – April 13 Final report by CT – April 20 Portfolio due April 23 Return sub form Return green notebooks April 30- Convocation <ol style="list-style-type: none"> 4 - 6:30 Erickson KIVA
December	
Final Assessment Conference Visit spring placement (if needed) Exit report by CT – Dec.15	