

Roles and Responsibilities of the Special Education Field Instructor

Field Instructors are facilitators for communication and support of the internship program. Special Education field instructors are the links between Michigan State University and the field placement. The field instructor fulfills a critical role in assuring that the system is working properly and correctly. The role is to support both intern and the CT during this period of intensive learning. The field instructors responsibilities fall within the following categories:

1. Support of Intern Learning
2. Communication
3. Meetings
4. Assessment
5. Record keeping

1. Support of Intern Learning

- Regularly observe the intern teaching and conduct follow up conferences regarding the planning and teaching of each observed lesson.
- In conjunction with the CT, will assist the intern in reflecting upon the individual teaching by identifying strengths and weaknesses.
- Assist the CT in guiding the intern through the stages of teaching.
- Will provide constructive written and oral feedback.
- Guide interns in taking responsibility for their own personal and professional development.
- Keep apprised of interns progress in 800 level classes.
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2. Communication

- Meet with the intern on a regular basis to observe teaching, share resources and assist with planning and provide oral and written feedback.
- Maintain regular contact with the CT to monitor interns progress towards the achievement of the program standards.
- Maintain open communication with CT and intern in order that expectations and standards are clearly understood.
- Maintain communication with special education coordinator for the internship program.
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3. Meetings

- Review weekly guidelines schedule with CT and intern in order to schedule required meetings as outlined.
- Arrange meetings with CT and intern in order to accommodate special circumstances or situations that may arise as the intern progresses towards the achieved program standards.
- Facilitate meetings with the personnel, which may be required if unusual circumstances occur during the internship.
- Attend and assist with the monthly CT meetings, intern seminars and field instructor meetings.

4. Assessment

- Will maintain ongoing communication with CT and intern towards intern's achievement of the program standards
- Will assist in designing improvement plans if necessary in order to meet program standards.
- Will schedule required midterm and final report meetings as outlined in the weekly guidelines.
- Will write the exit reports when indicated at the end of the internship.
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5. Record keeping

- Will maintain and keep current weekly log observation and communication with intern and CT including time and date.
- Will maintain copy of feedback to intern and CT which will include dates, times, observations, suggestions and/or actions taken.
- Will maintain current documentation of interns progress and/or difficulties in order to facilitate and necessary improvement plans or adjustments.