

TEAM 3 INTERNSHIP

Internship Placement Report Form

Please complete this form after you have visited your school and met with your mentor teacher. Mail the form to Judy Thompson C/O Seaholm High School 2436 W.Lincoln Suite F101 Birmingham, MI 48009

Intern Name _____ Date _____

Mentor Teacher Name _____ School _____

I have done the following:

____ Visited my placement school

____ Met the school secretary

____ Obtained a map of the building

____ Obtained the school calendar and date/time when teachers are to report to school in the fall.

____ Contacted mentor teacher and exchanged home telephone numbers and/or e-mail address (if he/she is comfortable doing so).

____ Discussed the curriculum and materials I will be using in the fall with my mentor teacher.

____ Made plans for when and how to obtain the curriculum materials for review during the summer months.

____ Made plans to meet with my mentor teacher prior to the start of school for instructional planning and/or arranging the classroom.

____ Discussed any questions or concerns I have with my mentor teacher.