

June 1, 2005

Dear Interns,

I hope you are having an enjoyable summer! As promised, this letter provides important information you need prior to the Team 3 Intern Orientation in August. Please read carefully, and I strongly suggest you save this as well. I tried to anticipate the questions you might have about Intern Orientation, registering for courses, and ordering textbooks – all things that must be done during the summer. We'll cover other aspects of the internship at Orientation.

Intern Orientation

“When and where will it be held?”

Intern Orientation will be held on Monday, August 22, 2005 in our classroom at Birmingham Seaholm High School. This is a mandatory meeting for all interns. We will discuss your field and course work, cover important program policies and procedures, and provide a chance for you to ask questions. In addition, you will meet with your field instructor (your instructor for TE 501 and TE 502 who observes your teaching in the classroom and leads your Guided Practice Seminars) and the other interns placed in your school.

There will be two sessions. You attend only one of the two sessions. The morning session will meet from 9:00 a.m. to noon and the afternoon session will meet from 1:00 to 4:00 p.m. Expect the meetings to last the full three hours. We have divided you into two groups based on field instructor assignments so that a field instructor can meet with all of his/her interns at the same time.

“When am I supposed to attend?”

All interns placed in the following schools will attend the Morning Session:

Alcott Elementary School	Parkview Elementary School
LeBaron Elementary School	Jayno Adams Elementary School
Whitman Elementary School	Waterford Village Elementary School
Novi Meadows Elementary School	Bryant Elementary School
Deerfield Elementary School	Seminole Elementary School

All interns placed in the following schools will attend the Afternoon Session:

Dublin Elementary School	Gompers Elementary School
Maple Elementary School	Hanstein Elementary School
Meadowbrook Elementary School	Joyce Elementary School
Walled Lake Elementary School	Maybury Elementary School
MacArthur Elementary School	Priest Elementary School
Vandenberg Elementary School	Westside Multicultural Academy
Webster Elementary School	

“What if school has already started in my district on that day?”

It may be that Monday, August 22, 2005 is the day that teachers must report in your district or the day that students begin classes. As I write this, almost all of our districts have not set their calendars for next year. If you find later in the summer that students or teachers in your district formally start the school year that day *and* if you are scheduled for the morning session, you will attend the afternoon session instead. That is the only permissible reason for changing sessions. Please note that it is your responsibility to find out when teachers report and when students begin class in your district. We will not notify you of a change in the schedule posted here prior to Intern Orientation. It is also your responsibility to notify Team 3 that you will attend a different Orientation session than scheduled here by calling the Team 3 Office at (248) 723-9354.

Don't worry about leaving your school for a half-day if school has already started. Our mentor teachers and principals know how important Intern Orientation is. Do notify your mentor teacher and principal personally as soon as you realize that there is a conflict if you are expected to be at your school that day. This is not something you want to first tell them on the morning of Intern Orientation!

"After reading what you said above, I'm wondering when I am expected to start working in my school?"

You will begin working in your school on the day that teachers formally report and will attend any district-wide meeting held that day or subsequent days (except union meetings) with your mentor teacher. Of course, each of you is expected to help your mentor teacher set up the classroom and prepare for students before the formal start of the school year. It is your responsibility to contact your mentor teacher during the summer to find out when he/she will begin working in your classroom.

"Where is Birmingham Seaholm High School located and where do I park?"

I have included a map to help you find the school. Please park in the lot off Lincoln Road (the lot behind the school) rather than in the lot by the football field off Cranbrook Road. Once you have parked, look for a door with a cranberry-colored canopy that reads "Community Education." Enter through that door and follow the signs to our office and classroom downstairs. The only tricky part is finding the stairway – it is right next to the soda vending machines.

"What should I wear?"

This is not a casual meeting. Please come in school-day attire that conforms to the Team 3 dress code (what you would wear to teach in your school). Please wear your MSU picture ID in a place where it is visible to anyone in the school hallways.

"Will there be food?"

We cannot have food or drink in our classroom so we will not be serving refreshments and you cannot bring food or drink in the room. Please plan to eat breakfast or lunch before the meeting.

"What should I bring?"

You will receive your Birmingham Seaholm High School parking pass, which is required to park in the school lots for your TE 800 courses. There is no charge for the pass. You will need to supply your license plate number so don't forget to write it down if you don't have it memorized. Also, please bring materials to take notes.

The Intern Orientation is a wonderful opportunity for all of us to meet and talk before the internship formally begins. It also allows all interns to hear the same information at the same time, which mentor teachers have told us is very helpful, and to ask questions. I'm looking forward to meeting you all then!

Registering for Fall and Spring Semesters

In the spring we asked you not to register for any classes until we could tell you what section numbers to use. It is now time to register. Please do this right away!

"What courses should I register for?"

You will register for three courses in the fall and three courses in the spring. Please register for *both* semesters.

Fall: TE 501, TE 801 and TE 802

Spring: TE 502, TE 803 and TE 804

“What section numbers am I supposed to use?”

The section numbers are listed below. Please note that all interns on Team 3 are in one section for TE 501 and TE 502, but your TE 801-804 sections vary according to your placement school.

Fall

TE 501 All interns register for Section 004

TE 801 Section 009 – Whitman, Novi Meadows, Parkview, Deerfield, Walled Lake Elementary, Adams, and Waterford Village Elementary Schools

Section 010 – Alcott, LeBaron, Bryant, and Seminole Elementary Schools

Section 011 – Dublin, Meadowbrook, Maple, MacArthur and Vandenburg Elementary Schools

Section 012 – Gompers, Hanstein, Joyce, Maybury, Priest, Westside Multicultural, and Webster Elementary Schools

TE 802 Use the same section number as you did for TE 801.

Spring

In the spring the cohorts will remain the same – all interns will be in Section 004 for TE 502, and the TE 803 and TE 804 sections will be the same as those listed above.

“When and where will our TE 800 courses meet?”

All of our TE 800 courses are held at Birmingham Seaholm High School. You take two courses each semester. The morning course meets from 9:00 a.m. to noon and the afternoon course meets from 1:00 – 4:00 p.m.

I have included a calendar for the fall and spring, which indicates the weeks when class sessions will be held. Note that the dates on the calendar reflect the Monday of those weeks, not the day when you will attend class. Section 009 will attend class on Tuesday of those weeks. Sections 010 and 011 will both attend class on Wednesday of those weeks, and Section 012 will attend class on Thursday of those weeks.

Ordering Textbooks

“What should I purchase for TE 801 and TE 803?”

TE 801 and TE 803 combine a Professional Roles and Responsibilities component with a science component. For the Professional Roles and Responsibilities component, books will be available at Borders Book Store at the intersection of 13 Mile Road and Southfield Road (NE corner) in Southfield. Ask for the textbooks for MSU courses TE 801/803 under the names Dr. Renee Wohl and Sandrya Finch (the books are listed under both names). The texts will not be available until August. Note that you will first have five weeks of the science component, so you don’t need to have these texts for the first class session of TE 801. The instructor for the science component of TE 801, Louise Kirks, will tell you how to obtain your course pack at your first class meeting with her.

“What should I purchase for the mathematics and literacy components of TE 802 and TE 804?”

TE 802 and TE 804 combine work in mathematics and literacy instruction (5 weeks of each per semester) beginning with mathematics each semester. We will explain this thoroughly at Intern Orientation.

The instructors for the mathematics component, Dr. Sandra Wilcox, Janet Alcini and Pat Begin will again use the VandeWalle and Weinstein texts that you were asked to save from your undergraduate courses.

Dara Bacher and I will teach the literacy component of TE 802 and TE 804 in the fall and spring. We will use one new textbook, *Literacy for the 21st Century, third edition* by Gail Tompkins, and the Weinstein text for both semesters. You must order the Tompkins book from the publisher or from a web source such as Amazon.com. Here is the information you need to order the text. Be certain that you use the correct ISBN number when you order the book, as there are two other texts by Tompkins with similar titles! Also, make certain that you get the *third edition*. The web address for Merrill Prentice-Hall is www.prenhall.com. I checked today and used copies of the book are offered at www.Amazon.com.

Literacy for the 21st Century, third edition
Gail E. Tompkins
Copyright 2003
Merrill Prentice-Hall Publishing Co.
ISBN 0-13-098590-2

“What should I purchase for TE 501 and TE 502?”

All of the field instructors will also be using the Weinstein text for your guided practice seminars. You don't need to purchase anything for these courses at this time.

“What if I don't already have copies of the Weinstein and VandeWalle texts because I am a team transfer?”

You can order the Weinstein text from the publisher (or try an online bookstore). Here is the information:

Elementary Classroom Management, Third Edition
Carol Simon Weinstein & Andrew Mignano
Published 2003 by McGraw-Hill
ISBN 0-07-232243-8

One Last Thing

“I still have questions. What should I do?”

Please feel free to call me or email. The office telephone number is (248) 723-9354 and my email address is thomps38@msu.edu. From July 17 through August 14, I'll be in the Upper Peninsula fishing (wish me luck!). I will take my computer with me but access to email is very iffy in the area where I stay. If you want to contact me during that time, I suggest you leave a voice mail message on the office telephone and I'll return your call as soon as possible. You can also contact Kathy Moon on campus. Her telephone number is (517) 432-3671 and her e-mail address is kmoon@msu.edu.

Have a wonderful summer! I look forward to meeting you all in August and to helping you get started on a very exciting and valuable internship experience.

Judy Thompson