Classroom and School Responsibilities

Responsibilities of the Intern during Senior II

1. Consider the internship as a “full-time” job. The clinical teacher will expect full commitment. Part-time jobs should be avoided when at all possible.

2. Attend the mandatory Senior II seminar scheduled by the Office of Clinical Experiences.

3. Meet with the university supervisor within the first 10 days of the Senior II Internship.

4. Follow the public school calendar (not the ECU calendar), including holidays and workdays. Senior II interns must be in their assigned schools, even if the clinical teacher is absent or unless the school is closed (inclement weather, holidays and breaks). However, the senior II internship semester will begin and end with the ECU calendar.

5. Attend all required meetings. Faculty meetings, grade level meetings, parent conferences/IEP meetings when allowed and others involving your clinical teacher are “musts”.

6. Establish with the clinical teacher a weekly schedule of classes and activities to be submitted to the university supervisor prior to the scheduled week.

7. Plan work in advance. Submit lesson plans to the clinical teacher for approval, according to program area guidelines, prior to the teaching of each class or subject by the due date. Interns will not be allowed to teach unless lesson plans are submitted when required and approved in advance!

8. Have a lesson plan notebook available for the university supervisor to review when he/she comes to observe.

9. Meet with the university supervisor and clinical teacher to conference after an observation by the university supervisor. A three-way conference is preferred, when possible.

10. Develop a receptive attitude toward suggestions and criticisms. Constructive feedback and crucial conversations from a clinical teacher and university supervisor is essential for growth as a professional.

11. Complete a minimum of fifteen (15) consecutive days of full-time teaching responsibilities, unless in a co-teaching classroom.

12. Submit all required information in TaskStream or electronically as requested, by the due date for review by the university supervisor, clinical teacher(s), and faculty.

13. Take opportunities when appropriate to plan and supervise field trips, assist with school functions/events, or complete other specified duties. Take an active part in extracurricular activities whenever possible.

14. Work with the clinical teacher to develop skills in communicating with students, parents, and the teacher assistant if one is assigned to the class, administration, faculty, and other professionals.

15. Complete the feedback forms on your clinical teacher and university supervisor in TaskStream by the due date.

16. Complete all edTPA requirements in the time allotted.