

## Intern Orientation Checklist

The following is a suggested checklist for the Senior I Internship:

<p><u>Take intern on a tour of the building to locate:</u></p> <p><input type="checkbox"/> principal's office</p> <p><input type="checkbox"/> library</p> <p><input type="checkbox"/> teachers' lounge</p> <p><input type="checkbox"/> supply room</p> <p><input type="checkbox"/> speech room</p> <p><input type="checkbox"/> remedial reading room</p> <p><input type="checkbox"/> learning resource room</p> <p><input type="checkbox"/> lunch room</p> <p><input type="checkbox"/> restrooms</p> <p><input type="checkbox"/> gymnasium</p> <p><input type="checkbox"/> other resource rooms</p> <p><u>Introduce intern to:</u></p> <p><input type="checkbox"/> administrators</p> <p><input type="checkbox"/> office staff</p> <p><input type="checkbox"/> resource teachers</p> <p><input type="checkbox"/> librarian</p> <p><input type="checkbox"/> PE teacher</p> <p><input type="checkbox"/> custodian</p> <p><input type="checkbox"/> lunchroom workers</p> <p><input type="checkbox"/> other teachers nearby</p> <p><u>Provide intern with a copy of the school handbook and explain emergency procedures for:</u></p> <p><input type="checkbox"/> fire drills</p> <p><input type="checkbox"/> tornado drills</p> <p><input type="checkbox"/> lock-down/intruder drills</p> <p><input type="checkbox"/> accidents</p> <p><input type="checkbox"/> playground regulations</p> <p><input type="checkbox"/> other emergency situations</p> <p><u>Show intern how to locate, operate, and understand usage procedures for:</u></p> <p><input type="checkbox"/> overhead projectors</p> <p><input type="checkbox"/> duplicating machines</p> <p><input type="checkbox"/> other AV equipment</p> <p><input type="checkbox"/> other office machines</p> <p><u>Help intern to prepare:</u></p> <p><input type="checkbox"/> seating chart</p> <p><input type="checkbox"/> list of students according to specific groups</p> <p><input type="checkbox"/> daily time schedule of your classroom</p>	<p><u>Explain classroom procedures for:</u></p> <p><input type="checkbox"/> taking attendance/lunch count</p> <p><input type="checkbox"/> record keeping/filing systems</p> <p><input type="checkbox"/> lunch/recess/bus/hall duty dates and routines</p> <p><input type="checkbox"/> grading papers/workbooks/tests</p> <p><input type="checkbox"/> classroom helpers</p> <p><input type="checkbox"/> library procedures</p> <p><input type="checkbox"/> visual, physical limitations</p> <p><input type="checkbox"/> rotation of specific groups</p> <p><input type="checkbox"/> storage of PE/recess equipment</p> <p><input type="checkbox"/> teacher's lesson plan book</p> <p><input type="checkbox"/> teacher's grade book</p> <p><input type="checkbox"/> changing of bulletin boards</p> <p><input type="checkbox"/> changing of learning center displays</p> <p><input type="checkbox"/> pencil sharpening</p> <p><input type="checkbox"/> ventilation/lighting</p> <p><input type="checkbox"/> restroom breaks</p> <p><input type="checkbox"/> arrival and dismissal of students</p> <p><input type="checkbox"/> classroom policies and rules</p> <p><input type="checkbox"/> discipline policy</p> <p><input type="checkbox"/> management techniques</p> <p><input type="checkbox"/> distribution of both print and non-print materials</p> <p><u>Provide necessary materials so the intern may study:</u></p> <p><input type="checkbox"/> floor plan/map and list of names of persons to match duty stations</p> <p><input type="checkbox"/> teachers' manuals</p> <p><input type="checkbox"/> students' textbooks</p> <p><input type="checkbox"/> report cards/interim reports</p> <p><input type="checkbox"/> notes sent home to parents</p> <p><input type="checkbox"/> district curriculum guide</p> <p><input type="checkbox"/> long range unit planning/curriculum</p> <p><input type="checkbox"/> goals for grade level/department</p> <p><input type="checkbox"/> district school calendar</p> <p><input type="checkbox"/> testing procedures and instruments for all subjects</p> <p><input type="checkbox"/> teacher handbook</p> <p><input type="checkbox"/> sample lesson/unit plans/planbook</p> <p><input type="checkbox"/> NC Standard Course of Study</p> <p><input type="checkbox"/> referral forms for students to be placed in resource classes</p> <p><input type="checkbox"/> receipt books</p> <p><input type="checkbox"/> class roster</p> <p><input type="checkbox"/> daily schedule/alternative schedule</p>
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