

Roles and Responsibilities of the School Principal for the Internship

1. Provide intern information related to procedures, guidelines, and expectations of the school district.
2. Collect, disseminate and locate material or other resources to support the intern.
3. Give intern information about expectations on teaching strategies or the instructional process.
4. Offer the intern support by assigning a mentor who has at least 3 years experience, is not in her/his first year at this school, and has the characteristic to be a supportive mentor.
5. Provide the intern guidance and ideas related to discipline and student management.
6. Provide release time for the intern to observe others teaching.
7. Provide release time for the mentor teacher to observe the intern teaching and to conference with the intern of their performance.
8. Provide the intern an orientation on either the GTOI or the teacher performance evaluation instrument adopted by the school system.
9. Support the intern on conferencing with parents and relations with the community.

I have read and understand these roles and responsibilities related to supporting the intern.

Principal

Date

Roles and Responsibilities of the Mentor Teacher for the Internship

1. Provide intern information related to procedures, guidelines, and expectations of the school district.
2. Collect, disseminate and locate material or other resources to support the intern.
3. Give intern information about teaching strategies or the instructional process.
4. Offer the intern support by be available to listen and share experiences.
5. Give the intern guidance and ideas related to discipline and student management.
6. Offer the intern information about organizing and planning the school day.
7. Help intern arrange, organize and/or analyze the physical setting of the classroom.
8. Give the intern opportunities to observe you and others teaching.
9. Observe the intern teaching.
10. Critique and provide feedback to the intern on their teaching performance using either the GTOI or the teacher performance evaluation instrument adopted by the school system.
11. Give intern support and assistance on conferencing with parents and relations with the community.

I have read and understand these roles and responsibilities related to my working with an intern.

Mentor Teacher

Date

REMEMBER: The intern has not had Student Teaching, and in most cases, has not had extensive experience in the classroom.

INTERNSHIP & PRACTICUM POLICIES and PROCEDURES

Definitions

Internship. The Internship is a year-long teaching experience that the Georgia Professional Standards Commission (PSC) recognizes in lieu of Student Teaching.

Practicum. A Practicum is a 10 week (120 contact hours) experience usually required of certified individuals who have had Student Teaching but are changing certification levels and are required to have an in-school experience at this new level.

Policies

1. All students seeking an Internship or Practicum must make the initial request for the experience through a Brenau University academic advisor in the College of Education.
2. Students seeking the Practicum must establish initial contact with a prospective school where the Practicum is to be completed. Informal approval of the school principal should be secured as well as a commitment to assist the student and the selection of a supervising teacher (mentor) in the appropriate certification area and grade.
3. Students seeking the Internship must verify that they are employed full-time (which requires a four year college degree) in an accredited school. They must also hold a Provisional Certificate issued by the Professional Standards Commission and that a veteran teacher in the school has been identified as a mentor to assist the student.
4. MAT students must complete Brenau's Instructional Practices and Assessment (ED612) and Understanding and Managing Learners (ED605) prior to the Internship experience or by the conclusion of their first three (3) hours of the Internship. Students seeking the second baccalaureate must complete Brenau's Applied Instruction course (ED415) prior to the Internship experience or by the conclusion of their first three (3) hours of the Internship.
5. The student's advisor will verify that the criteria for the Internship/Practicum have been met, sign the application and forward to the Coordinator of Field Experience. The Coordinator of Field Experiences will review the application, contact the school principal and/or central school office, verify placement, ensure that a mentor/supervising teacher has been selected, and assign a college supervisor to the intern.
6. All applications must be received no later than three months prior to the beginning of the semester in which the Internship/Practicum is to start.
7. Internships are normally scheduled for the second session of Fall Semester (G1 or P1) and both sessions of Spring Semester (G1/P1 & G2/P2). Applied Instruction (ED 415) should be taken in the fall during the first eight weeks of the semester. Interns require nine (9) semester hours taken in three hour segments over three successive semester sessions.

The Practicum may be scheduled for either session of fall or spring semesters.

Current Catalog Numbers and Course Descriptions

Graduate (MAT)

ED 789 Internship in Early Childhood Education (3)

Specifically designed as a school experience to meet certification requirements in grades pre-K through 5.

ED 799 Internship in Middle Grades Education (3)

Specifically designed as school experience to meet certification requirements in grades 4 through 8.

ED 790 Internship in Secondary Education (3)

Specifically designed as a school experience to meet certification requirements in grades 7 through 12.

SE 797 Internship in Intellectual Disabilities (3)

Specifically designed as a school experience to meet certification requirements in teaching students with intellectual disabilities.

SE 798 Internship in Behavioral Disorders (3)

Specifically designed as a school experience to meet certification requirements in teaching students with behavior disorders.

Undergraduate (2nd Baccalaureate)

ED 450 Internship in Early Childhood Education (3)

Specifically designed as a school experience to meet certification requirements in teaching students in early childhood education.

ED 460 Internship in Middle Grades Education (3)

Specifically designed as school experience to meet certification requirements in middle grades education.

SE 495 Internship in Intellectual Disabilities (3)

Specifically designed as a school experience to meet certification requirements in teaching students with intellectual disabilities.

SE 496 Internship in Behavioral Disorders (3)

Specifically designed as a school experience to meet certification requirements in teaching students with behavior disorders.

A generic syllabus outlining general requirements for the intranet is available for downloading from the Brenau Intranet at: *Academics*→*Education*→*Clinical Experiences*