You are a Salisbury University Mentor Teacher...

Beginning the Internship

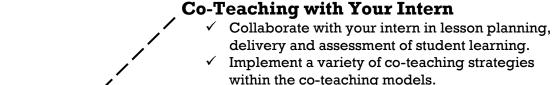
- ✓ Promptly complete the online form for payment.
- ✓ Welcome your intern and introduce them to students, staff and administration.
- ✓ Take your intern on a tour of the building.
- Provide your intern with a work space, curricular materials, important school information, procedures and expectations.
- ✓ Share school/team calendar with your intern so they can become active in school happenings.
- ✓ Share your goals for the internship and ask your intern to do the same.
- ✓ Decide together what your mode and frequency of communication will be throughout the internship.
- ✓ Plan for how you will reflect on lessons together and provide feedback for your intern.
- ✓ Ask your intern to share seminar, edTPA and certification requirements with you.
- ✓ Establish a collaborative relationship with the SU internship supervisor.

At the Middle of the Internship

- ✓ Complete the intern mid-evaluation form in Watermark/SL&L.
 - Be sure to click "Submit" when finished to complete the process.
- Meet with your intern and the internship supervisor to share the evaluation and set goals for the remainder of the internship experience.

Ending the Internship

- ✓ Complete the intern final evaluation in Watermark/SL&L.
 - o Be sure to click "Submit" when finished to complete it.
- ✓ Meet with your intern and the internship supervisor to share evaluations forms to bring the internship to a close.



- o One Teach. One Observe
- One Teach, One Assist
- Parallel Teaching
- Station Teaching
- o Alternative Teaching
- Team Teaching
- √ Visit http://www.salisbury.edu/pds for coteaching strategies and videos.
- Provide scaffolding so that your intern is able to shift into the lead role in planning and instruction for a significant amount of time.

Need Support in Your Role?

- ✓ Share celebrations and/or concerns with your intern's internship supervisor.
- ✓ Seek guidance from your school's PDS site coordinator(s) and/or liaison.
- ✓ Contact or visit the Clinical Practice Coordinator at any time.
 - Paul Gasior <u>plgasior@salisbury.edu</u>
 Conway Hall 354C1 410.543.6277
- √ To share continued concerns, complete the <u>Professional Dispositions Clinical Practice</u> <u>Report</u>.
- √ Thank you for being such an important part of your intern's journey in becoming a teacher!



