

You are a Salisbury University Internship Supervisor...

Beginning Each Internship Experience

- ✓ Reach out to your intern and their mentor teacher to set up a time for your first visit.
 - Share contact information and preferred method of communication.
 - Seek input from the intern and mentor teacher regarding what you can do as a supervisor in order to ensure a successful internship experience for all.
 - Outline your expectations for the intern.

Throughout Each Internship Experience

- ✓ Conduct meaningful weekly visits (at least one hour per week per intern).
- ✓ Provide written feedback as often as possible (consider using SU observation tool templates found on Supervisor Tools area of the website: <http://www.salisbury.edu/pds>).
- ✓ Check in with your intern regarding seminar, edTPA, and Praxis requirements.
- ✓ Schedule a mid-evaluation conference with the intern and mentor teacher.
 - Ask the mentor teacher to share the [Watermark/SL&L](#) evaluation and work together to set goals for the remainder of the internship experience.

Ending Each Internship Experience

- ✓ Schedule a final evaluation conference with the intern and mentor teacher.
 - Share your [Watermark/SL&L](#) evaluation.
 - Ask the mentor teacher to share their [Watermark/SL&L](#) evaluation with the intern.
 - Seek feedback regarding the internship experience from the intern.
- ✓ Complete [online evaluation](#) of mentor teacher.
- ✓ Encourage mentor teacher and intern to complete supervisor and mentor evaluations.

Supporting the Partnership at Your Site

- ✓ Attend intern orientations when invited.
- ✓ Communicate celebrations or concerns with your site's liaison and site coordinator(s).

Supporting the Partnership at the University

- ✓ Attend Fall and Spring semester kick-off meetings for supervisors and liaisons.
- ✓ Sign your online contract promptly.
- ✓ Complete and submit mileage requests monthly.
- ✓ Attend additional professional development opportunities if appropriate.
- ✓ Take part in the annual partnership Celebration in May and encourage members of your site's staff to join you.

Need Support in Your Role?

- ✓ Contact or visit the Clinical Practice Manager at any time.
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