

You are a SU School-University Liaison...

Beginning Each Semester

- ✓ Work with site coordinator(s) to plan and implement an orientation for interns.
 - Invite administration, mentor teachers and internship supervisors to attend.
 - Share expectations and SU partnership documents found on the website:
<http://www.salisbury.edu/pds>.
- ✓ Encourage mentor/intern pairs to participate in the Mentor/Intern Forum.

Throughout Each Semester

- ✓ Ensure that interns are able to meet key staff members at your site.
- ✓ Work with site coordinator(s) to provide chances for interns to gather together during each experience.
- ✓ Collaborate with site coordinator(s) to schedule opportunities for interns to visit other classrooms for specific purposes.
- ✓ Arrange with site coordinator(s) to hold exit opportunities for interns who are leaving the site for their next experiences.
- ✓ Collaborate with site coordinator(s) to hold orientations for any new interns placed at your site for second experiences.

Ending Each Semester

- ✓ Work with site coordinator(s) to hold an exit event for interns who are completing their internship experiences at the site.

Ending the School Year

- ✓ Collaborate with site coordinator(s) to submit partnership data.
- ✓ Meet with the School Partnerships Coordinator to provide feedback regarding your site.

Maintaining a Presence at Your Site

- ✓ Introduce yourself to teacher candidates via email when they are placed at your site.
- ✓ Check in with Internship I interns, teacher candidates and mentor teachers in your building each time you visit.
- ✓ Ensure that interns' information is shared via a bulletin board, morning announcements, the school's newsletter or website.
- ✓ Share partnership information with your site's school improvement team.
- ✓ Share site needs regarding professional development and/or support for school improvement goals with SU.

Maintaining a Presence at SU

- ✓ Attend Fall and Spring semester kick-off meetings for supervisors and liaisons.
- ✓ Participate in Fall and Spring Clinical Practice & Partnerships Council meetings with your team.
- ✓ 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 School Partnerships Coordinator at any time.
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