

You are a Salisbury University Site Coordinator...

Beginning Each Semester

- ✓ Work with liaison to plan and implement an orientation for interns.
 - Invite administration, mentor teachers and internship supervisors to attend.
 - Share expectations and SU documents found on the website:
<http://www.salisbury.edu/pds>.

Throughout Each Semester

- ✓ Communicate with SU's Clinical Practice Coordinator to facilitate placement of interns and teacher candidates (with administrative approval).
- ✓ Ensure that interns are able to meet key staff members at your site.
- ✓ Work with liaison to provide chances for interns to gather together during each experience.
- ✓ Collaborate with liaison to schedule opportunities for interns to visit other classrooms for specific purposes.
- ✓ Arrange with liaison to hold exit events for interns who are leaving the site for their next experiences.
- ✓ Collaborate with liaison to hold orientations for any new interns placed at your site for second experiences.

Ending Each Semester

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

Ending the School Year

- ✓ Collaborate with liaison to submit partnership data.

Being a Partnership Advocate at Your Site

- ✓ Check in periodically with Internship I interns, teacher candidates and mentor teachers in your building.
- ✓ Communicate often with your liaison to share celebrations or concerns.
- ✓ Encourage interns' information to be shared through a bulletin board, morning announcements, the school's newsletter or website.
- ✓ Forward information from SU to site staff.
- ✓ Work with liaison to ensure that partnership business is shared at your school improvement team meetings.
- ✓ Share site needs regarding professional development and/or support for school improvement goals with your liaison.

Collaborating with Salisbury University

- ✓ 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 your SU team at any time.
 - Sara Elburn - sjelburn@salisbury.edu
Conway Hall 354C2 - 410.677.5042
 - Jessica Patton - jgpatton@salisbury.edu
Conway Hall 354D - 410.543.6277

