

## INTERNSHIP ORIENTATION

### FORMS CHECKLIST

#### Forms turned in to supervisor/program coordinator:

- Intern Field Evaluation Form (Midterm and Final)
  - Completed individually by mentor, intern and supervisor
  - Intern and mentor midterm evaluations due to supervisor (weeks 10-11)
  - Intern and mentor final evaluations due to supervisor (weeks 16-17): supervisor submits to program coordinator
- Field Experience Time Log (NOATS for ITL students)
  - Completed by student, signed by mentor
  - Record absences (absence form should already be on file with undergraduate coordinator)
  - Logs should be updated weekly
  - Final log due to supervisor (weeks 16-17): supervisor submits to program coordinator
- Teacher Candidate Final Report (signature page verifying all requirements have been met)
  - Signed by mentor, intern, and supervisor at midterm/final: supervisor submits to program coordinator

#### Informational Forms: (<http://www.coloradomesa.edu/teachered/stresources.html>)

- CTE Pre-intern/Intern Handbook
- Recommended Timeline
- Guidelines for Continuing in Program
- Teaching Internship and Colloquia Course Requirements
- Visitation Schedule & Required Documents for Internship
- Guidelines for D2L Discussions
- Professional Dispositions
  - Complete by mentor – if needed
- Lesson Observation Form
  - Minimum four formal lesson observations by supervisor
  - Original kept by supervisor, copy to student
- Lesson Plan Format - CTE (recommended)
  - May use mentor's lesson plan format if it includes basic components of CTE's
  - Intern **must have** a lesson plan for every lesson taught
- Portfolio
  - Guidelines
  - Rubric
  - Standard Reflection Form
- Final Intern Presentation (FIP)
  - Guidelines
  - Rubric