

Colorado Mesa University – Center for Teacher Education
Secondary “Internship”
Recommended Timeline

Intern: _____

School: _____

- Attend all in-service and faculty meetings throughout the semester.

Phase I: Weeks 1-2

- Active observation and directed assistance
- Orientation to school – if new placement
- Assumption of routine tasks (attendance, working with small groups of students, recording homework, materials preparation for teacher, etc.)
- Guided planning and instruction of individual lessons or continuous responsibility for a small group
- May take one period or one subject

Phase II: Weeks 3-5

- Gradual assumption of duties for all periods or all subjects in the daily schedules
Week 3 add _____
Week 4 add _____
Week 5 add _____

Phase III: Weeks 6 -15 Lead Role

- Intern will have lead role in all subject areas including planning, teaching, and assessing all lessons during the day.
- Complete midterm evaluation (intern, mentor, supervisor) week 8.
- Partial Portfolio Due Week 12
- Final Portfolio Due Week 14

Phase IV: Weeks 16-18

- Gradually drop one period or subject where reasonable break in curriculum occurs
- Complete final evaluation
- Internship Final Presentation: Student Performance Data (intern, mentor, supervisor –Principal if available)
Week 16 drop _____
Week 17 drop _____
Week 18 drop _____

Opportunities to observe in other classrooms in the school or short visits to other approved schools and continue to drop responsibilities. This may occur in weeks 16-18.

This schedule should be determined collaboratively by the mentor teacher and intern with guidance as needed from the supervisor. Adjustment may need to be made as the semester progresses. This form is to serve as a guideline. **A copy of this form must be provided to the supervisor by the second week of the semester.**

Supervisors are the main point of contact for Colorado Mesa University. They usually have scheduled visits – one per month. They will expect you to have formally typed lesson plans. It is critical that you email observation targets at least one day prior to supervisor’s visit. Your portfolio should be available for review at each visit.