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Note: This handbook, as of August 11, 2016, is still being constructed due to changes occurring in the College of Education for the Fall 2016 semester. There may be changes to this document. Changes will be shared with interns orally, during orientation and/or seminar, as well as electronically.

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Forward

This internship handbook was prepared to provide guidance to those who are directly involved in the clinical internship: the intern, the cooperating teacher, the principal, and the university supervisor. All forms and documents for interns that are referenced in the handbook can be found on the UAH website at http://www.uah.edu/education under “Education Student Services,” then “Internships” and scroll to the bottom of the page.

The clinical internship is a planned professional semester, which includes full day teaching and observation activities as an initial step in the induction process for teacher candidates. The University of Alabama in Huntsville and the local school districts jointly plan the experience of each individual student intern with significant input from principals and teachers.

Interns spend at least 15 weeks (one semester) in full day classroom teaching experiences. The professional semester focuses on direct teaching experience in at least two classrooms. Higher education faculty and staff members facilitate regular seminars during the internship to focus on application and analysis of teaching knowledge in the classroom. No other courses may be taken by interns during the professional semester. Cooperating teachers assume mentoring roles and orchestrate, in cooperation with higher education university supervisors, the activities of interns in the classroom.

The beginning and ending dates for the internship are aligned with the school calendar of the local district where the intern is assigned. Cooperating teachers and university supervisors share responsibility for formative evaluation of interns. Summative evaluation is the responsibility of the university supervisor with significant input from and consultation with members of the internship team.

This handbook provides guidance on a number of policies and procedures that govern the internship experience. While we hope that the information is helpful, we also welcome dialogue and questions regarding the internship experience. It is our desire that each intern experience a rewarding and successful professional semester.

Congratulations on your admission to the clinical internship!

Sincerely,

Beth N. Quick

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Department of Curriculum and Instruction Mission

The Department of Curriculum and Instruction in the College of Education at The University of Alabama in Huntsville prepares prospective elementary and high school teachers at the graduate and undergraduate levels to assume leadership roles in public and private schools. The faculty in the department is committed to a knowledge base for these programs that reflects the views that educators are reflective decision-makers who facilitate student learning.

Our vision is led by the motto: “Through Teaching We Lead.” We believe that professional teaching combines an imaginative and empathic understanding of learners with a rigorous, research-based body of pedagogical knowledge. These components must be enfolded with a substantive preparation from the disciplinary knowledge. We want our interns to become educators who are reflective leaders committed to the continuing development of dispositions and skills that become manifested in their own practices as an elevated balance of both support and challenge for learners.

The establishment of the theme, “Through Teaching We Lead,” codifies the major purpose of our department: to graduate teachers who are exceptionally well-prepared in disciplinary, pedagogical, and professional knowledge; who understand and are prepared to address the needs of all learners; and who are committed to serving as leaders in the educational community to ensure that all students receive a high-quality public or private education. The vision and mission statements of the Department are realized through the goals and outcomes for the program. These goals represent the department’s expectations for all interns.

Mission Statement

The mission of the Department of Curriculum and Instruction is to prepare knowledgeable, caring, and reflective teachers who are committed as leaders to serving the needs of all learners. As a faculty we accomplish our mission through outstanding teaching, cutting-edge research, and meaningful service.
UAH Intern Competencies

1. CONTENT. The intern knows the subject and structure of the discipline, organizes and creates learning opportunities that link the subject with other disciplines, and engages the learner in construction of meaning within the discipline.

2. PEDAGOGY.
   a. Teaching. Intern uses multiple teaching and learning strategies to meet the needs of students, creates lessons and activities that are aligned with state and local curricular goals, and uses technology to increase student engagement.
   b. Assessing Student Learning. Intern develops and uses a variety of formal and informal assessment strategies to plan instruction, monitor student performance, evaluate student learning and documents impact of instruction on student learning.
   c. Managing the Learning Environment. Intern uses an understanding of individual and group motivation and behavior to create a safe, well-organized, and equitable learning environment that supports positive social interactions and active engagement in learning.

3. CRITICAL THINKING. Intern models effective critical thinking patterns and problem solving approaches and uses a variety of instructional strategies to encourage students’ development of critical thinking, problem solving, and performance skills.

4. DIVERSITY. Intern understands how children and youth learn and develop, and can provide learning opportunities that support their intellectual, social, and performance skills. Intern also understands how students differ in their approaches to learning and creates instructional opportunities that meet the needs of learners from diverse cultural backgrounds and learners with exceptionalities. The intern uses this knowledge to promote equitable learning opportunities for all students.

5. COMMUNICATION. Intern uses knowledge of effective verbal, nonverbal, and media communication techniques that foster active inquiry, collaboration, and supportive instruction in the classroom.

6. PROFESSIONALISM. Intern evidences leadership capacity and a solid commitment to the teaching profession.
   a. Collaboration and Relationships. Intern communicates and interacts with parents/guardians, families, school colleagues, and the community to support students’ learning and well-being.
   b. Reflective and Professional Development. Intern is a reflective practitioner who continually evaluates effects of his/her choices and actions on others (students, parents, and other professionals in the learning community). Intern actively seeks out opportunities to grow professionally.
   c. Professional Dispositions. Intern exhibits ethical and professional dispositions and conduct.
Dispositions of Interns

Dispositions are “the values, commitments, and professional ethics that influence behaviors toward students, families, colleagues, and communities and affect student learning, motivation, and development as well as the intern’s own professional growth.” Often, the professional dispositions and commitments exhibited by interns are one of the most critical factors in determining their future success in the classroom.

1. **Intellectual Curiosity.** The intern enlivens the role of researcher and expresses a genuine love for learning by consistently modeling behavior that exemplifies intellectual curiosity and engagement. In the classroom, the intern fosters and encourages students to extend their personal immersion in learning beyond course content.

2. **Respect for all Learners.** The intern demonstrates respect for and fosters positive rapport with all students.

3. **Multicultural Sensitivity.** The intern promotes the development of an awareness and understanding of cultural, ethnic, and economic differences and understands their impacts on learning.

4. **Self-initiative.** The intern accurately assesses needs and independently implements plans to address student needs in creative and resourceful ways.

5. **Flexibility.** The intern identifies and positively adapts when unanticipated occurrences arise.

6. **Interaction with Others.** The intern initiates positive interactions with students, faculty, peers, and others.

7. **Tact and Judgment.** The intern is diplomatic. The intern is sensitive to others’ feelings and opinions.

8. **Reliability/Dependability.** The intern is always responsible. The intern attends to tasks or duties without prompting.

9. **Oral Communication Skills.** The intern is articulate, expressive, and conversant. The intern is able to adapt his or her communicative style to the situation; the intern listens well and responds appropriately.

10. **Written Expression.** The intern expresses ideas clearly and concisely. The intern reviews written communication to eliminate grammatical errors.

11. **Attendance/Punctuality.** The intern is punctual and has regular attendance. The intern provides prior notification and reasonable explanations for absences.

12. **Professional Appearance.** The intern follows the appropriate dress code for the situation.
Essential Functions

In addition to the intern competencies and dispositions discussed above, interns must be able to carry out what K-12 schools often define as the essential functions or responsibilities of the job. Our goal in developing the list is to build awareness and provide the necessary support system for all interns to successfully meet program and state/national goals for highly qualified educators. Interns are introduced to these essential functions during Block 1 and are asked to evaluate their ability to carry out these essential physical and socio-emotional functions required of classroom teachers.

Physical:
- Demonstrates necessary endurance to access school environment.
- Is able to sit a minimum of ten minutes, stand for one hour and walk for a minimum of five continuous minutes.
- Is able to physically access various environments across the school facility including classrooms, cafeteria, library, stairs, and elevators.
- Is able to physically access and utilize chalkboards, posters, bulletin boards, overhead projectors and other technology related equipment.
- Is able to physically manipulate the environment in order to retrieve, use and/or store teaching materials including books and equipment.
- Possesses visual, auditory and/or sensory functions sufficient to navigate school related environments in order to ensure safety.
- Demonstrates fluid communication skills which can be understood by individuals who are unfamiliar with the individual’s speech patterns.

Collaborative Candidates Only:
- Can physically push or pull wheelchairs, standers or other equipment related to student mobility.
- Can perform single or two-person lifts or assist students with physical transfers.
- Is physically able to assist or direct physical restraint as dictated by a Behavior Intervention Plan.
**Socio-Emotional**

- Maintains high emotional energy and displays enthusiasm for content, students and colleagues.
- Uses people first, non-discriminatory language.
- Utilizes eye contact and body language appropriate to the educational setting.
- Exercises emotional maturity by avoiding curt, rude, defensive or inflammatory behaviors when communicating with administrators, colleagues or parents.
- Seeks assistance from administrators, colleagues or outside professional resources in order to resolve deficits or increase knowledge regarding instructional strategies, classroom management, or interpersonal relationships.
- Creates meaningful opportunities to motivate and include community stakeholders (parents, businesses, community helpers) to maximize student learning.
- Adheres to school or system dress policies including piercings, tattoos, personal hygiene (hair, nails and body) and type of clothing to be worn.
- Exhibits a warm, flexible manner with strong communication skills.
- Demonstrates social and emotional well-being through coherent thought patterns, appropriate interpersonal communications and relationships.
- Demonstrates clear thought patterns that allow for quick decision making and implementation of crisis plans in an emergency situation.
INTRODUCTION TO THE INTERNSHIP

The internship represents the culminating experience in the university’s teacher preparation program. Interns have the opportunity to synthesize and apply theoretical knowledge from their professional education courses in K-12 schools.

Interns are learners. Planning for full-time instruction means assigning some immediate, easily-accomplished responsibilities with a gradual induction into the various phases of teaching. This should lead to full teaching responsibilities for the intern.

Interns participate in all activities normally expected of regular faculty members, including non-teaching duties, communication with parents, faculty inservice and other meetings, and extracurricular activities. Interns may adapt assignments to the pupils, content, and instructional methods of their cooperating teachers. However, interns are at their best when initiating, negotiating, and successfully implementing their own teaching ideas.

The internship is more than simple practice. Rather, it is learning the art of teaching under supervision. In this context, supervision is defined as helping prospective teachers improve their instructional performance through systematic cycles of planning, observation, and intensive intellectual analysis of teaching performances. Thus, the internship experience represents hard work with a definite and worthwhile purpose – the improvement of instructional performance.

Because of the special significance of the internship experience in the professional preparation of our interns, the UAH College of Education is particularly indebted to the schools and to the master teachers and their administrators who make this clinical experience possible.

PURPOSES OF INTERNSHIP

Three compelling purposes support the desirability of an internship program. The first purpose is to help prospective teachers become skillful and creative teachers, depending less and less on direct supervision, in preparation for their first professional teaching assignment under limited supervision.

The second purpose of the internship is to provide many opportunities for prospective teachers to raise questions, problems, and issues that should provide the basis for determining further needs and study. Thus, the internship should provide growth experiences, with each experience furnishing the basis for the next step in the continual process of professional growth and development.

The third purpose is to ensure that interns exhibit the competencies (knowledge, abilities, and dispositions) of effective teachers. UAH was granted full accreditation for all teacher education programs by the National Council for the Accreditation of Teacher Education (NCATE) in April 2013. The programs are framed by six competencies that reflect the mission and vision of the department and are defined in the UAH conceptual framework. These competencies are aligned with professional organizations such as the Interstate New Teacher Assessment and Support Consortium (INTASC), Alabama Core Teaching Standards (ACTS), EDUCATEAlabama, and the National Board of Professional Teaching Standards (NBPTS).
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<td>#5 - Professionalism</td>
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</table>

**Proposition 1:** Teachers are committed to students and their learning.

**Proposition 2:** Teachers know the subjects they teach and how to teach those subjects to students.

**Proposition 3:** Teachers are responsible for managing and monitoring student learning.
DEFINITION OF TERMS

**Cooperating Teacher** - The cooperating teacher is a fully certified teacher responsible for working daily to support the professional growth of the intern through demonstration of and instruction in teaching skills and attitudes. The cooperating teacher works cooperatively with the university supervisor in providing ongoing feedback and evaluation of the intern’s performance.

**Cooperating School** - A public or regionally accredited private school that is neither controlled nor supported by a higher education institution but provides opportunities and facilities for professional internship experiences in a teacher education program. The University of Alabama in Huntsville is privileged to cooperate with three local school systems for placement of interns: Huntsville City School system, Madison City School system, and the Madison County School system.

**Coordinator of Field and Clinical Experiences** – The coordinator of field and clinical experiences is the individual responsible for developing, coordinating, implementing, and evaluating all phases of the Field and Clinical Experience Program.

**Internship** - The internship is that period of the teacher education program, organized and directed by the university, during which the student is placed in an accredited public school under the supervision of a fully certified classroom teacher and university faculty member for a full semester (15 weeks).

**Intern** – The intern is a “novice teacher” completing the university’s professional teacher education program in a school setting and under the guidance of a fully certified teacher. The intern has met certain general academic requirements and has participated in extensive field experiences prior to the internship. He/she is enrolled in an internship for academic credit.

**University Supervisor** - The university supervisor represents the education department and the academic department and is the faculty member directly responsible for supervision and evaluation of the intern. Services provided by the university supervisor include observation and evaluation of interns and direct assistance to students and cooperating teachers.
Eligibility and Placement of Interns
ELIGIBILITY OF INTERNS

The internship is one of the most important experiences for teacher education candidates. It is generally regarded as the culminating activity of one’s preparation to become a teacher. At the University of Alabama in Huntsville, the internship is a full-semester, full-time assignment and must be taken in residence. Undergraduate, alternative certification (nontraditional, fifth year), and graduate candidates must submit an application through TK20 according to the following deadlines:

- October 31st for Fall semester internship
- March 31st for Spring semester internship

CRITERIA FOR INTERNSHIP ELIGIBILITY

Undergraduate Candidates
All candidates completing the requirements for Class B certification must have met the following criteria to be eligible for the internship:

1. Pass the Praxis CORE exam;
2. Be cleared by ABI and FBI background checks;
3. Have satisfactory dispositions ratings and faculty evaluations;
4. Complete all coursework with an overall GPA of 2.75;
5. Complete all courses in the intern’s teaching field (major) with a minimum grade point average of 2.75 in the major teaching field and no grade lower than a “C”;
6. Complete all methods courses and other appropriate professional education courses with a minimum grade point average of 2.75 and no grade lower than a “C”;
7. Pass Praxis II subject area examination(s);
8. Remove all incomplete (“I”) grades in required courses (an incomplete is treated as an “F”);
9. Complete a minimum of 210 hours of field experience with satisfactory field evaluations.

Graduate Candidates Seeking Initial Certification
All candidates completing the requirements for the alternative fifth year program receiving a Class A certification must have met the following criteria to be eligible for the internship:

1. Pass the Praxis CORE exam;
2. Be cleared by ABI and FBI background checks;
3. Have satisfactory dispositions ratings and faculty evaluations;
4. Pass the Praxis II subject area examination(s);
5. Complete all courses in the intern’s major with a grade point average of 3.0 in the teaching field courses with no grade lower than a “C”. Candidates who wish to enroll in the internship prior to completion of all teaching field courses, must request an exception and secure written approval by the chair of the Education Department;
6. Complete all professional education courses with a grade point average of 3.0 in professional education courses with no grade lower than a “C”;
7. Remove all incomplete (“I”) grades in required courses (an incomplete is treated as an “F”);
8. Complete a minimum of 210 hours of field experience with satisfactory evaluations.

During the semester prior to internship, the Certification Officer and the Coordinator of Field and Clinical Experiences review each application to determine the teacher candidate’s eligibility for the internship. Approval is granted if all criteria have been met.

Teacher candidate applicants are then contacted by letter to inform them whether or not they have been approved, and, if so, that they should register in the appropriate courses. Elementary education and elementary/collaborative candidates register for ED 493. Secondary education candidates register for ED 497. Music, art, and physical education teacher candidates register for ED 499. Fifth-year secondary candidates register for ED 698; elementary register for ED 693, and P-12 students register for ED 696. Candidates desiring dual certification or seeking an additional endorsement should seek counseling from the Chair of the Department of Curriculum and Instruction.

**PLACEMENT OF INTERNS**

The Coordinator of Field and Clinical Experiences coordinates all intern placements. Placements vary in grade, subject, ethnic, cultural, socio-economic setting, and include both city and county schools. Placements are selected in a manner to assure the quality of the internship experience and supervision provided by the classroom teacher. All internship placements will ordinarily be made in public schools in the Huntsville-Madison County area. Placements outside of the Huntsville-Madison County area will be made only when the Coordinator of Field and Clinical Experiences determines that an appropriate local placement is not available or a placement has been established in a designated school by the College of Education.

**FACTORS DETERMINING INTERN PLACEMENTS**

Appropriate field-based experiences are an essential component in preparing the intern as a reflective leader. Interns are assigned throughout their programs to different settings to provide diversity in experiences. Variables considered in determining the type of diversity of placements are: grade levels, city/county schools, rural/urban setting, large/small schools, ethnicity, and differing socio-economic levels of schools. When placements for internship are coordinated, previous field experience placements are reviewed. Final placements for the internship are usually made in a setting other than the one in which the student has been previously assigned.

While previous field-based experiences are a major consideration in placing interns, other variables are also considered. They are:
- approved schools for internship placements and classroom teachers,
- schools and classroom teachers’ previous participation with field-based experiences,
- constraints of time/travel of university supervisors,
- special requests,
- number of teacher candidates in a particular discipline, and
- total number of teacher candidates.

The specific assignment of an intern in a school, then, is a decision made cooperatively by the principal and the Coordinator of Field and Clinical Experiences. In accordance with university policy, interns are placed only with those teachers who are qualified and willing to accept this responsibility. The assignment procedure is as follows:
• An official request for placement is sent to the appropriate school administrator for approval.
• Once the placement is secured, an internship assignment form is sent to the appropriate school administrator.
• The intern is notified informing him/her of the date and place for an introductory orientation meeting.
• At the orientation meeting, the interns will also receive a thorough briefing of all aspects of the internship. Necessary forms will be provided and discussed, and time will be made available for intern questions. It is the purpose of this meeting to ensure a smooth transition into internship, and for this reason, attendance at this meeting is mandatory.
• Interns will receive notification of their placements when participating schools have returned their contracts.
• The cooperating teacher receives an orientation from the University Supervisor during the first 5-7 days of the assignment.
• Cooperating teachers may access the Internship Handbook on line via the UAH Education website: uah.edu/education.
PLACEMENT INFORMATION

Elementary Education (Kindergarten-Grade 6) undergraduate and graduate Alt-A interns will receive a split internship assignment—nine weeks/six weeks. One placement will be in grade K, 1, or 2; and the other in grade 3, 4, 5, or 6.

Elementary Education/Collaborative Teacher (Kindergarten-Grade 6) interns will receive a split internship assignment—nine weeks/six weeks. One placement will be in an elementary classroom and the other in a special education setting. Throughout the experience interns will have a K, 1, or 2, placement and a 3, 4, 5, or 6 placement.

Early Childhood and Early Childhood Education (P-3) interns will receive a split internship assignment for eight/seven weeks. Interns will complete two placements of the following age groups: birth-age 3 (early intervention), age 3-5 (pre-school), age 5-8 (K-3). One placement will be in a general education setting and the other will include special education services.

Secondary Education (Grade 6-Grade 12) interns with a comprehensive teaching field (English Language Arts, History/Social Science, or Biology/General Science) will receive a split internship (nine weeks/six weeks), with opportunities to teach at least two subjects in the comprehensive field.

Secondary Interns seeking Collaborative Education will complete a portion of their internship withing a special education setting.

P-12 Music, Art, and Physical Education undergraduate and graduate interns will receive a split internship assignment—nine weeks/six weeks. One placement will be in an elementary school and the other in a middle or high school.

P-12 ESOL graduate nontraditional fifth year interns will receive a split internship assignment—eight weeks/seven weeks. One placement will be in an elementary school and the other in a middle or high school. Special arrangements may be requested for ESL interns who are employed by public school systems.

For interns seeking certification in two or more distinct teaching fields, an additional internship(s) shall be required (e.g., Math and History; Biology and Collaborative Teacher)
RESPONSIBILITIES OF THE PROFESSIONAL TEAM
Interns consistently rank the internship experience among the most valuable component of their preparation. The internship is indeed the culmination of the teacher preparation program, the time to “put it all together,” to learn in the real world of the schools.

During the semester, interns are expected to demonstrate current research-based practices and strategies, including technology, that provide vehicles for growth in students’ learning and critical thinking, not only within the structure of the school system but also within the broader context of lifelong learning. At the same time, interns are to exhibit and develop dispositions such as cooperation, collegiality, initiative, and positive attitude—fundamental to teaching effectiveness and professional growth.

Interns are required to give their full attention to the internship semester. Work outside of the internship and personal plans should not be allowed to interfere with the intern’s experience.

**Teaching Responsibilities:**
- Demonstrate knowledge of the subject and pedagogy.
- Provide adequate time to plan and prepare for instruction.
- Plan lessons on a weekly and daily basis and submit them to the cooperating teacher for review prior to teaching the class. Lesson plans should be placed in your internship notebook and made available to the university supervisor on each visit.
- Develop unit plans (edTPA learning segment will come from this) and submit them to the cooperating teacher for review prior to beginning the unit of instruction.
- Use a variety of instructional and assessment strategies to meet the needs of all learners.
- Accept criticism and seek out suggestions from the cooperating teacher and university supervisor. Use the feedback and suggestions to improve your professional and personal abilities and dispositions.
- Engage in self-assessment and reflection.

**Collaboration and Communication Responsibilities:**
- Exhibit a cooperative attitude and collaborate with the cooperating teacher and other school personnel.
- Communicate openly with the cooperating teacher and university supervisor about expectations, performance, and progress.
- Report an absence due to illness or an emergency to the cooperating teacher and the university supervisor before school begins on the day of the absence. If the cooperating teacher or university supervisor cannot be reached the intern is to call the school office and the message is to be given to the secretary or the principal.
- Take the initiative and find things to do to be of service without always having to be told by the supervising teacher. Offer to do things and be alert to lending a helping hand.

**Personal and Professional Responsibilities:**
- Exemplify positive attitudes and actions of a professional teacher.
- Maintain confidentiality of student information.
- Take the initiative in assuming responsibilities in the classroom.
- Conform to the school’s rules, policies and local standards of behavior and attire.
- Conduct oneself in a mature, responsible and professional manner and maintain a professional appearance.
• Be punctual and attend to all administrative and instructional responsibilities in a timely manner
• Attend the full school day corresponding to that of the cooperating teacher.
• Support and participate in extra-curricular school activities.
• Demonstrate loyalty to the school, students, and cooperating teacher.
• Attend weekly intern seminars.
• Complete and submit all required paperwork and forms to the designated person according to the timeline included in this Handbook (p. 30-32).
THE COOPERATING TEACHER

The cooperating teacher plays an important part in assuring a successful internship. In fact, the cooperating teacher may be the most important member of the internship team. Interns often contend that during their internship they learn the most from their cooperating teachers. In a large part this is a tribute to the dedication and quality of our cooperating teachers. It is the cooperating teacher who is present every day to give the intern feedback on how well he or she is doing as a teacher. Because cooperating teachers are so important in the success of the internship process and to the development of the intern, it is important that quality teachers be selected to serve this important function. This quality selection process is mandated by the Alabama State Board of Education Administrative Code.

Cooperating teachers must complete the Cooperating Teacher Information Form (FORM 101) during the first week of the assignment. Interns will bring the completed form to the Coordinator of Field and Clinical Experiences in the College of Education.

Professional Criteria for Cooperating Teachers in the State of Alabama

- Be a highly competent teacher who is properly certified in the area of specialization of the intern.
- Have at least three years of successful teaching experience.
- Hold at least a master’s degree and a Class A certificate with an endorsement in the teaching field(s) of the intern.
- Be currently teaching classes in the intern’s area of specialization.
- Understand the program of each intern supervised and levels of achievement of each.
- Be approved, in writing, by the appropriate school principal and dean or Coordinator of Field and Clinical Experiences.

In certain circumstances a teacher who does not meet these requirements may serve as a cooperating teacher. A waiver, signed by the school principal, is required for teachers who do not hold a Class A certificate or have at least three years of successful teaching experience.

Responsibilities of the Cooperating Teachers

Preparation:
- Provide intern with pertinent information about the school, including school/district handbook.
- Acquaint intern with policies and practices of the school such as grading, record keeping, testing and reporting, supplies and equipment, safety, and use of school facilities.
- Make arrangements for intern to meet other school personnel such as principals, guidance counselors, media specialists, special education and other resource teachers.
Planning and Teaching:
- Have realistic expectations and openly communicate them to intern.
- Review intern’s lessons and unit plans and provide constructive feedback both before and after implementation.
- Provide for a gradual increase in intern’s teaching responsibilities.
- Encourage intern to develop his/her own teaching style and to develop creative engaging lessons/units.
- Model a variety of teaching and assessment strategies for intern to observe.
- Share resources and ideas with intern.

Observations and Conferences:
- Observe intern consistently throughout the assignment.
- Set aside time regularly to talk with intern about teaching.
- Provide intern with specific and constructive feedback.
- Encourage intern to explore his/her own ideas during conferences.
- Communicate openly with intern’s university supervisor.

Classroom Management and Discipline:
- Model a variety of strategies for managing the learning environment.
- Demonstrate appropriate, positive classroom management.
- Treat all students in a fair manner.
- Encourage intern to develop his/her own ideas for managing the classroom and student behavior and support intern in implementing these ideas.
- Give intern full support when the intern needs to take disciplinary action.

Evaluation:
- Show a genuine interest in the intern’s progress.
- Collect sufficient information to evaluate intern’s performance and progress fairly and objectively.
- Point out strengths (things intern does well), identify specific areas that need to be addressed, and outline clear expectations for improvement of intern’s instruction.
- Complete and submit required documentation in a timely manner.

Professionalism:
- Show respect for intern as a novice teacher.
- Spend extra time with intern as needed.
- Act professionally at all times towards intern, colleagues, and other stakeholders.
- Communicate effectively with intern.
- Include intern in professional development meetings, parent-teacher conferences, and grade level and faculty meetings.
THE UNIVERSITY SUPERVISOR

The university supervisor occupies a unique role among education professionals, in that she/he is knowledgeable about teaching in public schools, has first-hand teaching experience, and has engaged in the training of prospective teachers prior to their entrance into the teaching profession. The university supervisor serves both the intern and cooperating teacher and is a readily accessible confidant, trouble shooter, resource person, and teacher.

Professional Criteria for University Supervisors

University faculty who supervise interns shall meet the following criteria:

- Shall have recent professional experiences in P-12 school settings at the levels they supervise;
- Shall be certified and have teaching experience in the content area they are supervising;
- Shall participate each semester in substantive, real-world experiences in the P-12 setting to complement and add to their past educational experiences;
- Shall be actively involved in the professional world of practice in P-12 schools

Responsibilities of the University Supervisor

Preparation:

- Provide the intern with additional information following the general orientation to the school assigned.
- Provide the cooperating teacher with an orientation to his/her responsibilities in relation to the intern.

Observation:

- Schedule observations that are timely, systematic, and consistent in order to provide continuing, specific feedback and evaluation.
- Complete five formal written evaluations for each intern scheduled throughout the semester. Formal observations are based on a full class period (or 45 minutes) during which time the intern is responsible for instruction. Additional informal observations may be scheduled as needed or requested by the intern or cooperating teacher.
- Observe the intern in a variety of settings (classes, subjects, grades).
- Schedule a follow-up conference to provide feedback to the intern following each formal observation.

Communication of Feedback:

- Provide the intern with both written and oral feedback based on observation of specific lessons or activities.
- Give intern constructive feedback and specific suggestions for improving lessons planned and taught.
- Provide feedback that includes specific praise for intern’s successes.
- Communicate feedback to intern and cooperating teacher.
- Inform intern of less-than-satisfactory teaching performance no later than midway of the first internship assignment. In such cases, written recommendations for improvement (often in the form of a Professional Development Plan - PDP) will be clearly identified.
The intern is expected to act on the recommendations if he/she is to continue in the internship.

Assessment and Evaluation:
- Provide for ongoing evaluation, making sure the intern knows exactly where he/she stands in relation to strengths and weaknesses at every stage of the program.
- Provide fair and objective assessment based on specific lessons observed.
- Identify specific weaknesses early enough to allow for improvement during internship.
- Encourage the intern to engage in self-evaluation and reflection of lessons taught.
- Value the intern’s self-evaluation and reflection and use this alongside of supervisor’s assessment in providing reinforcement to the intern.
- Provide fair and objective evaluations of the intern’s knowledge, abilities, and dispositions.

Personal and Professional Support:
- Become acquainted with the school, policies, facilities, and personnel at the assigned schools.
- Meet with appropriate school administrators.
- Respect the integrity and professionalism of the cooperating teacher and intern.
- Support intern’s efforts in developing professional attitudes and relationships.
- Model appropriate professional attitudes and relationships.
- Encourage and support the intern in developing his/her own teaching style.
- Provide a timely response to professional concerns or problems, including inadequate performance and inappropriate behavior by intern.
- Provide support and assistance with intern’s required assignments.

Other Considerations:
- Inform Coordinator of Field and Clinical Experiences of concerns about placement, performance, or progress of interns before a problem develops.
- Consult with the Coordinator of Field and Clinical Experiences if withdrawal or reassignment is necessary.
- Complete all required evaluations and exit forms at the end of the semester.
- Collect all required documentation on the intern from the cooperating teacher and intern and submit them to the Coordinator of Field and Clinical Experiences.
- Submit all notebook related forms to the Coordinator of Field and Clinical Experiences.
THE SCHOOL PRINCIPAL

The principal has the ultimate responsibility for the school to which the intern is assigned. As the academic leader of the school, he/she plays a significant role in the internship program. The principal not only serves the major role as advisor, but is responsible for selecting and approving competent and experienced classroom teachers to serve as mentors for interns.

Responsibilities of the Principal:

- Become familiar with the UAH internship program.
- Recommend qualified cooperating teachers who are willing to mentor UAH interns.
- Prepare the faculty for the arrival of interns.
- Provide an orientation for the interns assigned to their school. The school orientation should prevent any problems concerning school discipline and safety procedures, dress codes, faculty meetings, and other school policies.
- Work closely with the university supervisor and Coordinator of Field and Clinical Experiences.
- Be available to assist the cooperating teacher in the evaluation of interns assigned to the school.
- Arrange for a substitute teacher to be present should the cooperating teacher be absent, even if the intern is teaching the class.
- Communicate with the university supervisor and Coordinator of Field and Clinical Experiences concerning any problems that may arise.
- University supervisors will meet with school principals to provide update information about the internship program at UAH.

Even though the principal has many additional responsibilities, as academic leader of the school, we encourage the principal to observe each intern during the semester. The evaluation may be formal (preferred) or informal using forms provided by the College of Education, the school or the school system. These evaluations are very useful in evaluating the interns and in providing data about the internship program.
THE COORDINATOR OF FIELD AND CLINICAL EXPERIENCES

The Coordinator of Field and Clinical Experiences collaborates with the school administrators in scheduling and implementing arrangements for all field experiences and internships. UAH strives to provide a variety of field experiences to all students enrolled in teacher education programs. The Coordinator is responsible for administration of the program which includes, but is not limited to, the following:

- Serve as liaison between teacher education programs and school systems.
- Provide overall leadership and direction for the program.
- Implement all approved standards and policies governing clinical experiences and internships.
- Applications to internship should be submitted through TK20 and the Coordinator of Field and Clinical Experiences, along with the Certification Officer, determine which applicants meet the internship qualifications.
- Work with the school principals to identify teachers to serve as cooperating teachers.
- Arrange for placement of interns.
- Coordinate a professional development workshop on mentoring for cooperating teachers.
- Coordinate the field experience placements for teacher education courses.
- Provide university supervisors with all pertinent information regarding interns and placements.
- Coordinate seminars for interns.

The Coordinator of Field and Clinical Experiences regularly confers with department faculty who supervise interns. The Coordinator maintains regular contact with principals and curriculum leaders in local school systems in the Huntsville-Madison County area.
POLICIES AND PROCEDURES
SUGGESTED TIMELINE FOR INTERNSHIP

The following timeline will guide the intern’s induction into full time teaching. The intern (I) and the cooperating teacher (CT) will read and discuss the timeline during the first week of the assignment. They will use this in planning a timeline that meets the needs of the teacher, intern, and courses/subjects being taught. Changes to the timeline will be approved by the university supervisor (US). The intern (I) must keep copies of all documents for his/her file. See List of Intern Assignments and Other Documentation Evidence list for additional items on page 55.
<table>
<thead>
<tr>
<th>SCHEDULE</th>
<th>ACTIVITIES</th>
<th>DOCUMENTATION</th>
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<tbody>
<tr>
<td><strong>Week One</strong></td>
<td></td>
<td><strong>Cooperating Teacher</strong></td>
</tr>
<tr>
<td>Observation and Participation</td>
<td>• Observe instruction by cooperating teacher</td>
<td>• Complete Cooperating Teacher Information Form (101). Give to intern. Complete waiver if CT doesn’t have a master’s degree</td>
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<tr>
<td></td>
<td>• Observe classroom routines and management strategies</td>
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<td></td>
<td>• Observe and assist individual students during small/large group instruction</td>
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<td></td>
<td>• Send letter to parent/guardian asking for permission to videotape for edTPA</td>
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<td></td>
<td>• Attend faculty meetings and other school activities</td>
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<td></td>
<td>• Conference with CT</td>
<td></td>
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<td></td>
<td>• Identify the subject/period you will teach next week</td>
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<td></td>
<td>• Submit lesson plans to CT and US</td>
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<tr>
<td></td>
<td>• Complete Context for Learning for Task 4 in template (elementary only, use edTPA handbook for guidance)</td>
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<td></td>
<td>• Select class as focus for edTPA Tasks 1-3</td>
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<tr>
<td></td>
<td>• Provide context information for Task 1</td>
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<td></td>
<td>• Identify a learning segment (3-5 lessons)</td>
<td></td>
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<td></td>
<td>• Determine central focus for learning segment</td>
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<tr>
<td><strong>Week Two</strong></td>
<td></td>
<td><strong>Cooperating Teacher</strong></td>
</tr>
<tr>
<td>Observation and Participation</td>
<td>• Plan collaboratively with CT to teach one subject or period/day</td>
<td>• Review Weekly Report</td>
</tr>
<tr>
<td>Teach one subject or one period</td>
<td>• Identify subject/period ____________ and teach one subject/day</td>
<td>• Sign weekly activity report verification</td>
</tr>
<tr>
<td></td>
<td>• Submit lesson plans to CT and US</td>
<td>• Review lesson plans</td>
</tr>
<tr>
<td></td>
<td>• Include integration of technology/multidisciplinary opportunities/the arts</td>
<td><strong>Intern</strong></td>
</tr>
<tr>
<td></td>
<td>• Team teach lessons or parts of lessons in other content areas</td>
<td>• Send electronic version of Weekly Report (Form 102E) to US</td>
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<tr>
<td></td>
<td>• Assist individual students during small/large group instruction</td>
<td>• Submit first journal reflection to US</td>
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<td></td>
<td>• Gather information on students’ learning styles</td>
<td>• Submit/file lesson plans</td>
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<td></td>
<td>• Attend faculty meetings and other school activities</td>
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<td></td>
<td>• Conference with CT</td>
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<td></td>
<td>• Complete Task 4 (elementary only-including assessment analysis and re-engagement) for elementary</td>
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<td></td>
<td>• Task 1 Begin to plan, write and submit lesson plan for each lesson in learning segment</td>
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<td></td>
<td>• Select and submit key instructional materials</td>
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<tr>
<td></td>
<td><strong>Cooperating Teacher &amp; I</strong></td>
<td></td>
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<tr>
<td></td>
<td>• Complete Timeline and Submit copy to US</td>
<td></td>
</tr>
</tbody>
</table>
| **Week Three** | **University Supervisor**
observations may occur any time during weeks three – seven. |
|----------------|----------------------------------------------------------------------------------------------------------|
| **Add a second subject or period** | • Identify additional subject or period ________________
• Identify topic for unit of study ________________
• Submit lesson plans for subjects being taught to CT and US
• Planning the unit/edTPA learning segment
• Submit unit plans to CT and US
• Include integration of technology/multidisciplinary opportunities/the arts
• Practice video taping lessons and reflect on strengths and areas for improvement
• Team teach lessons or parts of lessons in other content areas
• Assist individual students during small/large group instruction
• Make sure notebook is up to date and in order
• Attend faculty meetings and other school activities
• Conference with CT
• Upload Task 4 (elementary only)
• Review and begin work on Task 1 |
| **Cooperating Teacher** | • Review Weekly Report
• Sign weekly activity report verification
• Review lesson plans |
| **Intern** | • Send electronic version of Weekly Report (Form 102E) to US
• Submit/file lesson plans
• Verify completion of Task 4 and begin writing for Task 1 |

| **Week Four** | **University Supervisor**
observations may occur any time during weeks three – seven. |
|----------------|----------------------------------------------------------------------------------------------------------|
| **Add a third subject or period** | • Identify additional subject or period ________________
• Submit lesson plans for subject being taught to CT and US
• Include integration of technology/multidisciplinary opportunities/the arts
• Review Midpoint Evaluation Form with CT
• Assist individual students during small/large group instruction
• Attend faculty meetings and other school activities
• Conference with CT about Mid-Term Evaluation
• Respond to commentary prompts before teaching learning segment
• Submit copies of written assessments and/or clear directions for Task 1 (Task 1 should be ready to submit by end of next week) |
| **Cooperating Teacher** | • Review Weekly Report
• Sign weekly activity report verification
• Complete Mid-Term Evaluation (Form 103) and discuss evaluation with candidate and send to US
• Review lesson plans |
| **Intern** | • Send electronic version of Weekly Report (Form 102E) to US
• Submit/file lesson plans |

| **Week Five** | **University Supervisor**
observations may occur any time during weeks three – seven. |
|----------------|----------------------------------------------------------------------------------------------------------|
| **Add final subjects** | • Identify additional subject or period ________________
• Submit lesson plans for subjects being taught to CT and US
• Include integration of technology/multidisciplinary opportunities/the arts
• Gather evidence for portfolio
• Attend faculty meetings and other school activities
• Conference with CT
• Identify lessons from Task 1 to videorecord
• Videorecord lessons and select 2 clips to analyze
• Respond to commentary prompts
• Make sure notebook is in order |
| **Cooperating Teacher** | • Review Weekly Report
• Sign weekly activity report verification
• Sign Summary Report of Hours (Form 105) |
| **Intern** | • Send electronic version of Weekly Report (Form 102E) to US
• Submit/file lesson plans |

<table>
<thead>
<tr>
<th><strong>Week Six</strong></th>
<th><strong>Full time teaching</strong></th>
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</thead>
</table>
| **Submit lesson plans for a full day to CT and US** | • Submit lesson plans for a full day to CT and US
• Include integration of technology/multidisciplinary opportunities/the arts |
| **Cooperating Teacher** | • Review Weekly Report
• Sign weekly activity report verification |
<table>
<thead>
<tr>
<th>Responsibilities</th>
<th><strong>University Supervisor</strong> observations may occur any time during weeks three – seven.</th>
<th><strong>Intern</strong></th>
<th><strong>Cooperating Teacher</strong></th>
<th><strong>Intern</strong></th>
</tr>
</thead>
</table>
| **University Supervisor** observations may occur any time during weeks three – seven. | • Attend faculty meetings and other school activities  
• Conference with CT  
• Select one assessment from learning segment and attach to end of assessment commentary  
• Define and submit evaluation criteria you will use to analyze student learning  
• Collect and analyze student work | • Send electronic version of Weekly Report (Form 102E) to US  
• Submit/file lesson plans | • Review Weekly Report  
• Sign weekly activity report verification | • Send electronic version of Weekly Report (Form 102E) to US  
• Submit/file lesson plans |
| **Week Seven** | • Submit lesson plans for a full day to CT and US  
• Include integration of technology/multidisciplinary opportunities/the arts  
• Select 3 work samples (one with specific learning needs)  
• Summarize learning of whole class  
• Submit feedback  
• Attend faculty meetings and other school activities  
• Conference with CT | **Cooperating Teacher** | • Review Weekly Report  
• Sign weekly activity report verification | • Review Weekly Report  
• Sign weekly activity report verification  
• Complete Final Evaluation (Form 103) and discuss evaluation with candidate and send to US |
| Full time teaching responsibilities | **University Supervisor** observations may occur any time during weeks three – seven. | **Intern** | **Cooperating Teacher** | **Intern** |
| **Week Eight** | • Submit lesson plans for a full day to CT and US  
• Include integration of technology/multidisciplinary opportunities/the arts  
• Attend faculty meetings and other school activities  
• Conference with CT  
• Analyze evidence of language use  
• Analyze evidence of student learning and plan next steps  
• Answer commentary prompts | • Review Weekly Report  
• Sign weekly activity report verification  
• Complete Final Evaluation (Form 103) and discuss evaluation with candidate and send to US | • Review Weekly Report  
• Sign weekly activity report verification  
• Complete Final Evaluation (Form 103) and discuss evaluation with candidate and send to US | • Send electronic version of Weekly Report (Form 102E) to US  
• Submit/file lesson plans |
| Full time teaching responsibilities | **University Supervisor** observations may occur any time during weeks three – seven. | **Cooperating Teacher** | • Review Weekly Report  
• Sign weekly activity report verification  
• Complete Subject Area Assessment – electronic and send to US | • Complete Subject Area Assessment – electronic and send to US |
| Week Nine | • Submit lesson plans for phase out lessons to CT and US  
• Include integration of technology/multidisciplinary opportunities/the arts  
• Observe other teachers  
• Attend faculty meetings and other school activities  
• Final Exit Conference with CT  
• Complete analysis of evidence of language use  
• Complete analysis of evidence of student learning and plan next steps  
• Complete answers to commentary prompts | **Cooperating Teacher** | • Review Weekly Report  
• Sign weekly activity report verification  
• Sign Summary Report (Form 105)  
• Complete EDUCATEAlabama (Form 104) and send to US  
• Complete Subject Area Assessment – electronic and send to US | • Send electronic version of Weekly Report (Form 102E) to US  
• Submit/file lesson plans  
• Submit hard copy of signed Summary Report (Form 105) to US or Coordinator of Field and Clinical Experiences  
• Complete EDUCATEAlabama self-evaluation form (Form 104) and send to US  
• Complete evaluation of CT (Form 106E) and send to |
<table>
<thead>
<tr>
<th>Coordinator of Field and Clinical Experiences (you will receive an email with link to fill this out)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• See List of Intern Assignments and Other Documentation Evidence list for additional items</td>
</tr>
</tbody>
</table>

*Interns who are assigned to schools that utilize the block schedule or to departmentalized elementary classrooms must consult with their University Supervisor and Cooperating Teacher to create a modified timeline.*
DISTRIBUTION OF INTERNSHIP TIME

The internship assignment at The University of Alabama in Huntsville is a full-time, full-semester experience, as designated by the Alabama State Department of Education. At the University of Alabama in Huntsville the internship consists of 15 weeks. Each intern will complete two assignments during the 15 week internship.

Interns are required to be in their classrooms every day at the times designated by their school and cooperating teachers. Interns are reminded that they are required to keep the same hours as the classroom teacher, as well as attend seminars, faculty meetings, and in-service meetings with the school faculty.

The total hours of internship will be broken down into six major categories, (1) teaching, (2) participating, (3) observing, (4) conferencing with cooperating teacher and supervisor, (5) school-related activities, and (6) reflection, completion of assignments, and/or edTPA tasks. Interns are required to keep a record of their hours and the distribution of the hours within these categories (Form 102). To help you do this, a short discussion of each category follows. The actual decision as to what hours should be recorded in each category is yours. Interns must submit the Weekly Report to the university supervisor each week as determined by the University Supervisor (most likely Friday or Saturday). All of the time, from your arrival in the morning to your departure at the end of the school day should be accounted for in your weekly report.

Since you obviously cannot do a minute by minute breakdown of your activities, it is suggested that, at the end of each day, you take time to think over what you actually did, break your time into the five categories for your records, and record this information on the appropriate form. You are not expected to be accurate within a minute; a reasonable summary will be quite acceptable. The five categories are:

Teaching.

Teaching is defined in its most general form and includes individual, small group and large group instruction. The intern can either be totally in charge or act in a team approach with the cooperating teacher. (As you gain experience, the team approach allows the students to have the benefit of two or more teachers.) In either case, however, the intern will be responsible for the planning and the learning that occurs.

The total amount of actual teaching time depends on many factors, most of which are beyond the control of the intern. The intern will begin by teaching one class or subject, gradually adding subjects or classes, until he/she assumes full responsibility for the full day. The College of Education requires that interns complete a minimum of 20 full days of responsible teaching, of which at least 10 must be consecutive. UAH interns who complete two assignments are required to complete a minimum of ten consecutive days of full time teaching in each assignment.
Observing.

There will be times in the classroom, particularly at first, when you will primarily observe how the cooperating teacher does things. When observing, interns should make detailed notes of teaching strategies, classroom routines, management strategies, and resources your cooperating teacher uses.

The intern will also be required to visit and observe other teachers in your assigned building, particularly those teaching in your major area or at your grade level; these observations, however, are to be scheduled during the last week of each assignment. Plans for these visits will be made either by your cooperating teacher, your US or by the appropriate assistant principal.

Conferencing.

Interns expect and must receive ongoing feedback via conferences with the cooperating teacher and the university supervisor throughout the semester. Time spent in formal and informal conferences with the cooperating teacher and/or university supervisor is critical to your growth as a professional and to the communication necessary for a successful experience.

Initial conferences provide opportunities for the members of the team—the intern, the cooperating teacher, and the university supervisor to get acquainted and to set expectations for the assignment. The first conference must be conducted within the first 5-7 days of each internship placement. At the first conference, the classroom teacher, the university supervisor, and the intern will make long-range plans based on the guidelines presented in the Teacher Candidate Internship Handbook (Timeline, page 30). These early conferences set the tone for the experience and may prevent problems later in the internship.

The cooperating teacher will schedule weekly conferences with the intern at a regularly scheduled time. The information collected from the classroom observation(s) should serve as the basis for the conference. This is in addition to impromptu, informal discussions that occur during the school day. The primary purpose of most conferences is to provide guidance for the intern in improving teaching competencies.

The university supervisor will also arrange a time and place for a conference with the intern following each of his/her observations. If it is not convenient to hold a conference immediately after the observation, then one will be planned as soon as possible. It is generally expected that university supervisors will meet with their interns on a regular basis (every week/alternate week).

Every conference is unique, but the following suggestions are provided as guidelines.

- Use the assessment instrument to guide discussions of intern performance.
- First follow up on previous evaluations and observations.
- Discuss observations from the most recent observation/evaluation.
- Plan ahead to address areas (competencies) in need of improvement.
- Plan ahead for teaching upcoming lessons, units, projects, etc.
- Discuss intern’s self-evaluation and reflections about teaching practices.
- End on a positive note whenever possible.
The value of feedback from formal conferences cannot be underestimated. Each conference will be directed toward helping the intern to become a better teacher—more competent in teaching skills and dispositions, more self-evaluative and reflective.

**School-related Activities.**

Several hours a week will be spent in observing or helping with extra-curricular or extra-class activities. These include assemblies, intramural, intra-scholastic sports, musical events, plays, faculty meetings, school board meetings, PTA meetings, Student Alabama Education Association meetings at UAH, intern seminars and workshops, etc. There are many other acceptable events. Use your own judgment about most out-of-class activities; however, you are **required** to attend all faculty meetings.

The major purpose of requiring your participation in school-related activities [non-class] is to encourage you to become a part of the many aspects of the school community and its programs beyond your classroom. It is important that you gain this experience in a wide variety of out-of-class activities rather than limit yourself to only a few. Emphasis should be on activities in which you can participate rather than merely observe.

The following activities are appropriate for your observation, participation, or leadership; you will need to arrange these with your cooperating teacher and with those in charge of the activities.

- Faculty meetings
- Student social functions
- In-service or professional development workshops and programs
- Student assemblies
- Parent-teacher association meetings
- “Extra-curricular” organizations and activities
- Studying the community resources which may support your instructional units/lessons
- Participation in the SAEA (Student Alabama Education Association), CEC (Council for Exceptional Children or KDPi (Kappa Delta Pi) on campus
- School Board meetings

**Participation.**

This category includes all other activities that occur in the classroom. In effect, participation includes duties that are normally done by the teacher aides or other paraprofessionals. Passing out papers, assisting the teacher in demonstrations, preparing learning materials, correcting class work (at school), helping supervise field trips, helping monitor tests, are examples of this category. If an activity does not specifically fit into one of the other four categories, put it here. Remember, all of the time from your arrival in the morning to your departure at the end of the school day should be accounted for in your weekly report.
GENERAL POLICIES AND PROCEDURES FOR THE INTERNSHIP

Attendance and Absences

Interns are expected to be in attendance every day of the internship. They are expected to keep the same hours as the cooperating teacher and to abide by the school guidelines for arrival and departure. Interns are expected to be present at all school-related functions that their cooperating teachers are expected to attend, regardless of the time of day. Examples include staff meetings, in-service meetings, PTA meetings, teacher-parent conferences and athletic events.

If an illness or an emergency makes it necessary to be absent, the intern must contact his/her cooperating teacher as soon as possible (by the night before or 7:15 a.m. of the day to be absent). If the classroom teacher cannot be reached, call the school office and leave a message with the secretary or the principal. Make a note of the time, date, and the name of the person who took the message. In addition, the university supervisor must be notified whether an observation is planned or not, as well as the Coordinator of Field and Clinical Experiences. Absences from the internship will be recorded and noted on the weekly report; excessive absences may impact the final grade for the course.

Interns who are absent for illness or emergency will be expected to complete additional days at the end of the assignment. All make-up time will be arranged with the cooperating teacher and the university supervisor. In the event that extended absences are necessary, the university supervisor must notify the Coordinator of Field and Clinical Experiences.

Interns may be excused from their internship to participate in Recruitment or Job Fairs and if being honored at the University Honors Day program. However, teaching assignments should be planned and coordinated if the intern plans to participate in these University-approved events.

Academic Honor Code

Interns must follow the academic honor code as outlined in The University of Alabama in Huntsville Student Handbook. A copy of the Student Handbook may be obtained from the Office of Student Conduct, in Charger Union, room 223, or downloaded from http://www.uah.edu/dos/student-conduct/handbook.

Attire and Grooming

Interns, though students by University standards, are regarded as members of the faculty at the assigned school. The policies and culture of each individual school and the nature of the instructional activities define permissible dress and grooming. Interns are expected to maintain standards of dress and appearance that conform to the established policies of local school authorities and not those of the University campus. Dress and appearance must not present health or safety problems. Dress and/or grooming that disrupt the educational environment may result in the intern’s removal from the internship placement. Professional appearance may include but not be limited to length and style of hair, beards and mustaches, style of dress, body piercing, tattoos, and other matters of personal appearance. Dress for special theme days should still
reflect an attitude of professionalism. To determine acceptable dress and grooming, interns should observe the attire of others and seek the guidance of the cooperating teacher or the building principal.

**Certification Process**

When interns have successfully completed (1) all UAH requirements [including appropriate GPA: 2.75 in teaching field, 2.75 in professional education, and 2.75 overall] (2) an approved teacher education program, (3) the internship with a “C” or better, and (4) all exit examinations, they may apply for the Alabama certification for which they are eligible. **Graduate students (Alt-A) must have a 3.25 overall GPA in order to be certified.** Interns who do not apply for certification at the time of the completion of their program must meet the requirements of the program in place at the time of their application for certification; this may include additional courses. Therefore, it is important to apply for certification as soon as interns are eligible whether or not the intern ever intends to teach in Alabama.

The following procedures are in place to facilitate the certification process.

1. During the internship – Certification Officer informs interns about the process. Interns are advised to request transcripts from institutions other than UAH.
2. During the 2nd placement – Interns submit payment online via the ALSDE (Alabama State Department of Education) website. The cost is $30 for one certification, or $60 for two. There is a $4.00 processing fee. Beginning in 2016, there will be online payment only, NO checks. The receipt must be presented to COE when the certification application is turned in.
3. At the end of second placement – Interns request an official UAH transcript. Be sure to check “hold for degree statement” on the Request for Transcript.
4. Graduation
5. Two (2) weeks after graduation – Registrar begins to send official transcripts to Certification Officer. (Holds or missing information may delay receipt of transcripts.)
6. One to two weeks after arrival of transcripts – Certification Officer sends completed application for certificate and accompanying documents to ALSDE. Letters of completion sent to graduates at that time.

**Course Registration**

Undergraduate interns will register for the internship specified in their program of study. Elementary education interns will register for ED 493 – 12 hours; elementary education/collaborative interns also register for ED 493. ECSE interns will register for ED 490 (12 hours). Interns seeking secondary certification will register for ED 497 – 12 hours. P-12 music, art, and PE interns will register for ED 499 – 12 hours.

Graduate Alt-A interns will be required to register for ED 698 – 3 or 6 hours. ESOL interns will be required to register for ED 699 – 6 hours. Elementary will registered for ED 693 – 6 hours. P-12 students (Music and Physical Education) will register for ED 696 – 6 hours. Internship assignments for individuals seeking certification in a second field or completing a deficiency letter will be determined on an individual basis depending upon their prior internship and teaching experience.
Exit Examinations

All undergraduate and graduate interns are required to keep and upload information into a Google Drive Notebook as part of their internship and exit requirements for education. The notebook will contain artifacts that document the intern’s ability to integrate the UAH competencies into major units of study. This will be reviewed by the cooperating teacher and supervisor. The notebook comprises 20% of the final grade for internship. (See Matrix for Determining Internship Grade, p. 52)

In addition, graduate interns who are completing their programs within a Department outside of the College of Education (not the MAT program) are required to pass subject area comprehensive examinations in their major according to the UAH graduate school policy and a written comprehensive examination covering the professional education portion of the curriculum in their program of study. Interns should consult their major department early in their program to be informed of the format, requirements, and deadlines of the comprehensive exit examination.

Graduation and Degree Requirements

To graduate, all interns must meet the general UAH and degree program requirements as outlined in the catalog. Undergraduate interns must have maintained a 2.75 grade point average in all teaching field courses and a 2.75 in all professional education courses and 2.5 overall. Graduate interns must have maintained a 3.0 grade point average in all teaching field and professional education courses. All interns must earn a grade of “C” or better in all teaching field and professional education courses, including the internship.

Interns who plan to graduate upon successful completion of the internship (“C” or better) must arrange for a degree audit with the Registrar’s Office and must apply for graduation at least seven months in advance. The College of Education recommends that interns submit a degree application at the same time they submit their application for internship. If the intern plans to participate in the graduation exercise, he/she must make reservations in advance. IT IS THE INTERNS’S RESPONSIBILITY TO COMPLETE AND SUBMIT THE APPLICATION FOR DEGREE. UAH official application deadlines are as follows:

- Oct. application for May graduation;
- Feb. for August graduation; and
- June application for December graduation.

Check official Graduation Application Deadlines on the UAH website.

Fingerprinting and Background

According to the current version of the Alabama Teacher Education Chapter of the Administrative Code, all individuals who apply for Alabama certification shall be required to obtain background clearance through a fingerprint review conducted by the Alabama Bureau of Investigation and the Federal Bureau of Investigation. Essentially this applies to all persons seeking INITIAL teacher certification, to persons changing school systems, and to persons whose certificates have lapsed for more than 90 days. UAH requires all interns to be fingerprinted prior to beginning Block 1 field experience. Students will not be notified of field experience and/or internship assignments until proof of fingerprinting has been received.
The Alabama State Department of Education has contracted to have Cogent Systems provide fingerprinting services for all interns. Interns should consult the website (www.cogentid.com/AL) for information about registration and scheduling their fingerprinting at a site near their residence. Current cost for fingerprinting is $51.40.

**Holidays and Vacations**

Interns must follow the schedule of the public school to which they are assigned. In some cases, school holidays and vacations do not coincide with UAH’s schedule. In all cases, interns are obligated to adhere to the schedules of their assigned schools. Interns are expected to attend ALL scheduled seminars, even if the school system hosting the intern is on holiday or vacation.

**Internship Notebook and Journal**

For documentary, organizational, planning purposes, and as an exit exam, interns will keep a Google Drive notebook of their experiences. Materials such as the following are to be included: detailed notes of teaching strategies, classroom routines, management strategies, and resources you have observed. The notebook should also include: the daily schedule, internship calendar, units, lesson plans, evaluation sheets, school information, etc. An “Impact on Student Learning” Assignment with reflection will also be included in the notebook. **The notebook should be shared with the university supervisor as well as the Coordinator of Field and Clinical Experiences. Access to the notebook should be available during all seminars. The notebook will serve as your exit exam for internship. It comprises 20% of your final grade.**

Interns will also keep reflective journal entries of their internship experiences; weeks that journal submissions are due will be announced at orientation (this will be balanced with what interns are writing for edTPA). Artifacts from the journal may be selected for the intern’s Google Drive notebook. Journal entries will be calculated into the final grade for the internship. **Interns must electronically submit the journal reflection to the US by Friday at 9 p.m. on the weeks they are due.**

**Laws that Affect Teacher Interns**

Interns need to be familiar with laws that affect teachers and interns. Teacher rights, responsibilities, and liabilities are addressed in constitutional, statutory, and/or case law, as well as in local school board policies. A brief summary of some of the most important legal provisions that interns may encounter are provided below. Interns are encouraged to research these policies and/or provisions to assist them in having a successful experience.

**First Amendment:** Teachers must refrain from promoting religious activities in school. For the intern, this primarily means activities such as audible praying, Bible reading, and discussing religious beliefs are inappropriate and illegal in the school. The school should have policies, consistent with the Equal Access Act, regarding the rights of students to participate in non-school sponsored religious oriented activities at school. Another aspect of the First Amendment is the freedom of speech that includes symbolic speech and dress codes. Interns should familiarize themselves with the school system policies. Any type of speech that disrupts the educational process is not protected by the First Amendment.
**Fourth Amendment:** This amendment addresses the right of an individual’s freedom from unreasonable searches and seizures. Schools are given fairly wide latitude in conducting searches in order to provide a safe and drug-free environment. If an intern has a reasonable suspicion that a student possesses something illegal, the intern should discuss the matter with his/her classroom teacher. If a search is warranted, a school official should conduct the search. A related matter concerns students bringing to school items that distract their attention or the attention of others. Interns have a right to remove the items from the student, but the items must be returned to the students at the end of the period or day. If at all possible, always consult your classroom teacher before taking any action.

**Reporting Child Abuse:** Teachers are legally required to report suspected child abuse or neglect. In Alabama, failure to report is a misdemeanor punishable by a fine of up to $500 and six months in jail. Interns are not held to the same standard, but if an intern suspects abuse or neglect, s/he should discuss it with his/her classroom teacher.

**Negligence:** Interns should take all precautions to avoid injuries to students. Most lawsuits filed against teachers are those in which the standard of supervision is questioned in regard to an injury. Did the teacher exercise the appropriate degree of supervision under the circumstances? Teachers and interns should be careful that equipment is safe, that any dangerous materials or equipment are removed, that procedures for student use of any equipment are clearly explained, that electrical cords are undamaged and do not interfere with the flow of traffic, and especially that students are supervised at all times during any activity in which the likelihood of injury exists.

**Corporal Punishment:** Student teachers may not administer corporal punishment to students nor serve as witnesses when staff members administer corporal punishment. Matters of discipline and/or punishment will be reported to the cooperating teacher and jointly addressed by the teaching team.

**First Aid and Medication:** The intern should become familiar with the school’s policy for administering first aid and medication. A school official should be notified immediately of any injury. Only identified school personnel should administer medication and that should be done in compliance with school board policies and procedures. **DO NOT** treat an injury or administer medication.

**Legal Status of Interns**

It must be understood that interns are in the schools strictly at the invitation of the administrators involved and that the privilege of completing an internship can be withdrawn at any time. This rarely occurs, but it has happened. Because the intern has no legal status in classrooms in Alabama there is no appeal process. In fact, little legal action is on record which has established precedent regarding clarification of this status. The intern should also be aware that the university supervisors are also invited guests of the schools.

Because of this unique situation, interns, may not serve as substitute teachers, participate in administering corporal punishment, or transport students home or on field trips.
Lesson Plans

Thorough planning is essential for good teaching. Interns are REQUIRED to prepare and submit lesson plans to the cooperating teacher by Thursday at the close of the school day for the upcoming week. This will give the cooperating teacher an opportunity to review and make suggestions for improvement. Lesson plans at the beginning of each assignment are expected to be more detailed than those prepared for lessons later in the assignment; however, they are always required. In general, lesson plans should include the following:

- **Specific objectives:** These should be carefully stated (measurable) and should guide the teaching and assessment of the lesson and student learning. (Aligned with Alabama State Course of Study standards, graduation exam competencies, and the SAT-10.)

- **Procedure/Instruction:** This should be specifically outlined to assure that the intern has carefully thought through each step of the lesson, from introduction to closure, in terms of the stated objectives for student learning.

- **Materials/Resources:** This should include all materials necessary for achieving the objectives of the lesson (books, media-technology, handouts, etc.).

- **Differentiation of Instruction:** How will you meet the needs of at risk, ESL, and accelerated learners?

- **Student Assessment:** What procedures will you use to assess student learning? How will you know if you have met the stated objectives? Consider both formative and summative assessment.

Upon completion of the lesson interns should engage in reflection and self-evaluation. Develop the habit of reflection and self-evaluation. Ask yourself questions such as these: “Why did ______ occur during the lesson? Why was ______ not accomplished? Did students respond to ______ as I anticipated? If I taught the lesson again, what would I do differently? How could I better meet the needs of ______?” Critical self-evaluation leads to improvement of instruction and greater student learning.

All lesson plans should be kept in the internship notebook and be available for review by the university supervisor at any time. The lesson plan format will be distributed during the intern orientation.

Five Day Instructional Unit Plans/Lesson Segment (source of edTPA video clips)

Interns must plan and teach at least one unit plan consisting of a 3-5 lesson segment during each assignment. The length of the unit plan will vary depending upon the grade and subject assigned. Thorough planning is required to ensure the success of a unit plan. Interns may follow the unit plan guidelines from any of their methods classes or any suggested by the Coordinator of Field and Clinical Experiences. Details of daily lesson plans may evolve during the unit, but an outline containing unit goals, state and/or national standards addressed, accommodations, resources, a timeline for the lessons, and assessments must be submitted for review to the cooperating teacher at least one week prior to the start of the unit. These instructional unit plans act as the source of the edTPA video clips. They are part of your 10 CONSECUTIVE teaching days.
**Impact on Student Learning Assignment**

Interns will complete an “Impact on Student Learning” Assignment with reflection during the second placement of internship. An overview of this task is as follows:

**Week 1:**
Meet with mentor teacher to confirm unit plan dates (10 full days of teaching), standards, technology, and accommodations for strugglers/ELL/IEP’s/504’s/Gifted, etc. Map out the dates for picking up classes/subjects to teach as the candidate builds up to the 10 full days of teaching. The candidate will begin drafting the unit plan that must include the standards, lessons, and assessments, and create a pre-assessment to administer at the beginning of Week 2.

**Week 2:** Candidate will administer the pre-assessment for the unit plan, analyze the data of the pre-assessment, identify 3 focus students to show the patterns of learning for the class, and complete the unit plan draft. The draft must be turned into the US and MT for review and feedback.

**Week 3:** Candidate will finalize lesson plans and assessments for the unit plan, submit to US and MT by Wednesday for final approval on by Friday. Plans should address the need(s) of the focus student.

**Weeks 4-5:** Implement 10 full days of teaching the unit plan. Give summative assessment at the end of Week 5.

**Week 6:** Candidate will analyze the summative assessment and create a visual representation of the data and write a reflection paper.

(see pgs. 48-50, “Impact on Student Learning Assignment”)

**Orientation Workshops**

Interns are required to participate in all Orientation Workshops. These workshops precede the internship placement(s) and are intended to provide interns with information about the internship, their school assignment, expectations, and edTPA sessions. Interns who do not attend the orientation workshops will be withdrawn from the internship.

**Placement Services**

The intern is encouraged to register with UAH Career Services, in the Student Services Building, room 205 during the semester prior to internship or early in the internship semester. Career Services will assist interns in preparation of their placement file. Credentials on file with Career Services should be updated regularly with information about graduate studies and work experience. Interns should have each cooperating teacher and the university supervisor complete a letter of recommendation for inclusion in their placement file.

**Professional Conduct**

Interns must conduct themselves in a manner that is consistent with professional, ethical, and moral standards at all times. Guidelines are specified in the National Education Association’s Code of Ethics [www.nea.org/code.html](http://www.nea.org/code.html) and the Alabama Code of Ethics, and in the assigned
school’s handbook. Interns will always maintain a professional relationship with students and colleagues. Interns may not date students at the school in which they are completing their teaching internship nor should they conduct themselves in any manner that might be construed as professionally unethical. This includes email, phone calls, text messages, personal blogs, Instagram, SnapChat, Facebook and any other electronic communications. Interns should avoid interacting with students in any personal manner that might be considered inappropriate. It is also recommended that interns not date any personnel employed at the school in which they are placed. Failure to conform to professional conduct outlined the NEA Code of Ethics or that of the assigned school will result in termination of the internship. Copies of the Alabama Code of Ethics and the NEA Code of Ethics are included in the appendix.

**Professional Liability**

Interns enrolled in their internship semester are strongly encouraged to obtain professional liability insurance before participating in the internship. Professional liability may be purchased through an independent insurer or is available to interns who are members of the UAH chapter of the Student Alabama Education Association (SAEA) or the Council for Exceptional Children (SCEC). Further information and membership applications will be made available at the intern Orientation Workshop.

**Safety**

Interns must be alert to any hazards to students during instructional activities. Safety instructions are a vital part of planning any student activity. Physical education, laboratory activities, and playgrounds are due special attention. Any school activity should be properly supervised and students must be cautioned about hazards. The students under your charge must NEVER be left alone. Interns must be familiar with and comply with the assigned school’s handbook policies and procedures regarding safety issues.

**School Materials**

Although schools have limited budgets for materials, personnel in schools generally permit interns to use their materials. Be sure to ask your cooperating teacher about securing materials or using the library, copy machines, and other instructional resources. It is the intern’s responsibility to learn the correct procedure for checking out these materials and returning them to their proper places.

**School Policies**

Interns must become familiar with school policies, regulations, and physical facilities of the school. Interns should request and read a copy of the school handbook from the classroom teacher or the principal at the start of the assignment. School handbooks may also be available on the school website.

**Seminars**

Interns are required to attend weekly seminar meetings during the semester. Attendance and participation at the weekly seminars comprises 10% of the final internship grade and provides evidence of the intern’s commitment to lifelong learning. The seminars are held on the UAH
campus and are usually held on Tuesday afternoons (4:00-5:30) throughout the semester. Meeting dates and topics will be announced at the beginning of each semester.

**Boot Camp**

Interns are required to attend a minimum of three scheduled full day seminar Boot Camp sessions. These days will occur during the first placement and center around edTPA supports. The Coordinator of Field and Clinical Experiences will facilitate these edTPA work sessions.

**Substitute Teaching**

Interns may not serve as substitute teachers. A substitute teacher must be provided by the school should the classroom teacher be absent. However, interns who have progressed to the teaching portion of their internship may teach in the classroom to which they are assigned in the presence of a substitute teacher. In an emergency, the intern should not take over the class; even in an emergency, the principal or another teacher should be designated as a supervisor for the brief period of the school day, if needed.

Interns are not employees of the assigned school or school system. Therefore using an intern in lieu of a substitute teacher could place the intern, the school system, and the University in a precarious legal position. Interns who are requested to serve as substitute teachers should inform their university supervisors who can then remind the appropriate school officials that such requests are not in keeping with placement agreements.

**Team Planning**

Development of reflective leadership skills requires a team effort. While the cooperating teacher and the university supervisor have an important professional responsibility to prepare the intern for entrance into the teaching profession, the intern is not only allowed, but encouraged to participate in deciding which activities should be undertaken during the internship. Interns have been exposed to many perspectives of teaching and a variety of curricula and methods during their pre-internship coursework at UAH. Interns are encouraged, within reason, to plan for and implement a variety of teaching methodologies/strategies to discover the teaching style that is most successful for them.

**Videotaping**

Interns are required to videotape lessons during their internship assignments. Interns will notify and secure permission for videotaping from parents and/or guardians of students in their class(es). The edTPA permission form for the state of Alabama can be found at [https://www.alsde.edu/sec/ea/edTPA/edTPA%20Alabama%20Parent%20Consent%20FormRevised.2-29-16.pdf](https://www.alsde.edu/sec/ea/edTPA/edTPA%20Alabama%20Parent%20Consent%20FormRevised.2-29-16.pdf).
Warranty
For a period of two years after program completion and recommendation for certification, UAH shall warranty and provide remediation at no cost to students who are evaluated to be unsatisfactory or deficient in any area of preparation. Remediation in professional education and/or teaching field departments will be based upon recommendations from the performance evaluations conducted by public school administrators who use the EDUCATE Alabama process or comparable evaluations recognized and approved by the State Board of Education. Specific assistance will be agreed upon by the College of Education, school system personnel, and the first year teacher. This policy, the New Teacher Mentoring Program, is consistent with the Alabama State Department of Education Code of Education.

Weekly Report
Interns must complete a weekly report to document their progress and activities during the internship. Interns will report time spent in observing, participating, teaching, conferencing, other school-related activities, and hours absent. Interns are responsible for the accuracy of the hours/activities reported in this form. The number of hours recorded on the report will be used for certification purposes; therefore interns must complete the report with as much accuracy as possible. The cooperating teacher will sign off on the Weekly Report at the end of each week. **Interns must electronically submit the report to the US each Friday by 9 p.m.** A copy of FORM 102 -Weekly Report, included in the appendix is provided for your review. The summary report will be submitted electronically to the US as well as submitted as a hard copy with original signatures of each CT. FORM 102 is also posted on TK20.

Withdrawal, Removal, or Extension of the Internship
The College of Education, with its admissions standards and procedures, attempts to place only those individuals who have satisfactorily met the knowledge, abilities, and dispositions competencies identified in the conceptual framework. To that end, the teacher education unit agrees to support the intern and serve as a resource. The intern must recognize, however, that placement does not guarantee completion. Successful progress and completion of the internship is the responsibility of the intern and is determined by ongoing assessment of the specified competencies.

Extension of the Internship
If the intern’s progress is considered unsatisfactory based on observation and evaluation by the cooperating teacher and/or the university supervisor, they will contact the Coordinator of Field and Clinical Experiences (CFCE). The CFCE, upon written recommendation of the university supervisor, may recommend that an intern extend or repeat his/her current placement before moving to the second assignment. This will give the intern the opportunity to successfully demonstrate a satisfactory level of competence in all competency areas.

Removal or Withdrawal from the Internship
Interns who represent the UAH College of Education are expected to comply with policies, regulations, and expectations of the school in which they are placed. The school or the University may remove an intern from an assignment.
Removal Based on School Request

Upon request from the school where the intern is placed, the internship may be terminated by the school’s administrator at any time during the experience. If an intern is removed from an internship assignment under such circumstances, a subsequent placement is not automatic. The College of Education also reserves the right to remove any intern not following UAH policies and procedures.

Withdrawal for Personal Reasons

If an intern decides to withdraw from the internship, it is the responsibility of the intern to provide a written explanation to the cooperating teacher, the university supervisor, and the CFCE. The intern is expected to follow standard University procedures to withdraw from courses (UAH Catalog).

Withdrawal for Unsatisfactory Progress

If the intern’s progress is considered unsatisfactory based upon observation and evaluation by the cooperating teacher and/or the university supervisor, they will contact the Coordinator of Field and Clinical Experiences (CFCE). The CFCE, upon written recommendation from the university supervisor, may recommend that an intern be removed from his/her placement at any time during the internship experience. If the intern is removed from the internship assignment under such circumstances, the coordinator will discuss possible options for the intern. This may include creating a Professional Development Plan (PDP) or withdrawal from the internship. The plan (PDP) may include, but is not limited to, remediation in terms of coursework, and/or additional field placement, etc.,—prior to a second attempt at the internship. Interns who fail to complete a specified Professional Development Plan may be dismissed from the internship. This may ultimately result in dismissal from the Teacher Education Program. Re-enrolling in the internship is not automatic.

Interns are permitted only one additional attempt at an internship, providing he/she has met all re-enrollment criteria determined by the Coordinator of Field and Clinical Experiences. The intern must also complete the program within a time limit specified in the UAH Catalog.

Removal for Inappropriate, Unprofessional or Illegal Actions

Interns who are removed from their internship assignment for documented actions, inactions, or behaviors deemed inappropriate or unprofessional will receive a failing grade for the internship and will be dismissed without recourse or appeal. The Coordinator of Field and Clinical Experiences will inform the student of the decision.

Interns who are arrested for any crime, which could result in a felony conviction, will receive a failing grade for the internship and be removed from their internship assignment pending legal resolutions. Please note that the State Department of Education does not issue a teaching certificate to individuals with felony convictions.
Overview: During the 2nd placement, candidates will complete a 10-day unit that must include a rationale, parent letter, daily lesson plans, pre- and post- assessments, analysis of data, and a reflection on student learning.

Week 1:
Meet with mentor teacher to confirm unit plan dates (10 full days of teaching), standards, technology, and accommodations for strugglers/ELL/IEP’s/504’s/Gifted, etc. Map out the dates for picking up classes/subjects to teach as the candidate builds up to the 10 full days of teaching. The candidate will begin drafting the unit plan that must include the standards, lessons, and assessments, and create a pre-assessment to administer at the beginning of Week 2.

Week 2: Candidate will administer the pre-assessment for the unit plan, analyze the data of the pre-assessment, identify 3 focus students to show the patterns of learning for the class, and complete the unit plan draft. The draft must be turned into the US and MT for review and feedback.

Week 3: Candidate will finalize lesson plans and assessments for the unit plan, submit to US and MT by Wednesday for final approval on by Friday. Plans should address the need(s) of the focus student.

Weeks 4-5: Implement 10 full days of teaching the unit plan. Give summative assessment at the end of Week 5.

Week 6: Candidate will analyze the summative assessment and create a visual representation of the data and write a reflection paper.

Artifacts to submit:
- Parent Letter introducing yourself
- 1 page rationale summarizing the unit
- Unit map to show pacing of standards and assessment
- 10 daily lesson plans (Include: standards, learning objectives, instructional strategies, engaging activities, pre-assessment, formative assessments, post-summative assessment, accommodations/modification for strugglers/ELL/IEP/504/Gifted students)
- Pre-assessment and rubric with evaluation criteria and 3 student work samples with feedback (One must be the target student. Label Student A, Student B, and Student C)
- Multiple formative assessments
- Post-assessment (summative) and rubric using Emerging, Proficient and Advanced and the same 3 students from the pre-assessment work samples
- Analyze data from post-assessment and create a visual representation of the data
- Write a reflection paper.
**Reflection Paper**

The reflection paper should include the following regarding the 3 focus students:

- Why did you pick the 3 focus students?
- Where are your focus students’ understanding after the pre-assessment?
- How did your pre-assessment results inform the planning and implementing of the lesson plans?
- How did you plan for the focus students?
- How did you adjust your teaching for the focus students?
- Where are your focus students’ understanding after the post-assessment?

The reflection paper should also include the following regarding the whole class:

- How did your pre-assessment results inform the planning and implementing of the lessons for the unit?
- Where are the students’ understanding after the pre-assessment?
- How did you plan for the unit?
- How did you adjust your teaching during the unit?
- Where are the students’ understanding after the post-assessment?

<table>
<thead>
<tr>
<th>Category for Tasks</th>
<th>Artifacts for Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description &amp; Rationale</td>
<td>Parent Letter, 1-page rationale, unit map (pacing guide)</td>
</tr>
<tr>
<td>Analysis of student performance and patterns of learning for Pre-Assessment</td>
<td>Pre-assessment, rubric, 3 student work samples labeled</td>
</tr>
<tr>
<td>Planning &amp; Preparation: 10 Day Lessons Plans with Multiple Formative Assessments</td>
<td>10 day lesson plans (standards, learning objectives, instructional strategies, engaging activities, pre- &amp; post- assessments, formative assessments)</td>
</tr>
<tr>
<td>Student Data Graphic for Post-Assessment</td>
<td>Post-assessment and graph or chart of data</td>
</tr>
<tr>
<td>Student Samples and Candidate Feedback</td>
<td>3 student work samples (must be same students from pre-assessment)</td>
</tr>
<tr>
<td>Analysis of Teaching: Analysis of Student Learning</td>
<td>Reflection paper</td>
</tr>
<tr>
<td>Tasks</td>
<td>Distinguished (4)</td>
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<tr>
<td>---------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
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<tr>
<td>Description &amp; Rationale of Unit</td>
<td>The rationale describes the unit plan and provides a pacing guide with standards and assessments.</td>
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<tr>
<td>(2 pts.)</td>
<td></td>
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<tr>
<td>Analysis of student performance and patterns of learning for Pre-Assessment</td>
<td>Analysis focuses on both quantitative (percent, mode/median/mean, pass/fail rates) and qualitative data (3 focus student work samples). The patterns of learning are used to plan lessons to support the whole class AND individuals.</td>
</tr>
<tr>
<td>(2 pts.)</td>
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<tr>
<td>Planning &amp; Preparation: 10 Day Lesson Plans with Formative Assessments</td>
<td>The lesson plan standards, objectives, instructional strategies, engaging activities and assessments are clearly aligned to support specific student needs. (Individual AND Groups)</td>
</tr>
<tr>
<td>(4 pts.)</td>
<td></td>
</tr>
<tr>
<td>Student Data Graphic for Post-Assessment</td>
<td>The graphic represents the data accurately, is labeled/titled, and well organized. The analysis of the data is in the reflection to support a claim about student learning.</td>
</tr>
<tr>
<td>(4 pts.)</td>
<td></td>
</tr>
<tr>
<td>Student Samples and Candidate Feedback</td>
<td>The 3 focus students’ assessment samples are submitted and are labeled Student A, Student B, etc. Candidate feedback is provided on student work with use of the evaluation criteria and described in detail in the reflection.</td>
</tr>
<tr>
<td>(4 pts.)</td>
<td></td>
</tr>
<tr>
<td>Analysis of Teaching: Analysis of Student Learning</td>
<td>There is a strong review of data of the lesson &amp; assessment results as related to instructional objectives and standards to the whole class AND targeted student.</td>
</tr>
<tr>
<td>(4 pts.)</td>
<td></td>
</tr>
</tbody>
</table>
ASSESSMENT
OF
INTERNS
OVERVIEW OF THE ASSESSMENT PROCESS

Assessment and instruction are an integrated, ongoing process. Interns will engage in continuous self-evaluation and reflection throughout the semester. They will also be observed by their cooperating teachers and university supervisors who will monitor their progress and provide feedback that will allow the intern to reach his/her full potential.

The UAH assessment process includes these six principles.

1. Standards based competencies.
   The process is based upon six teacher competencies and a set of dispositions aligned to state and national standards.

2. Continuous feedback.
   The intern is provided with continuous feedback about his/her performance in time to allow for improvement. Cooperating teachers provide both informal and formal feedback to the intern through notes and verbal comments as well as weekly conferences with written feedback. University supervisors are committed to providing a minimum of 5 formal observations with written feedback throughout the semester. Formal feedback, both praise and constructive criticism, given to the intern can avoid serious misunderstandings and can also assist the intern in growing to his/her full potential.

3. Multiple assessments.
   The intern’s assessments are based upon self-assessments, cooperating teacher assessments, and university supervisor assessments. Cooperating teachers and university supervisors use observations, a midpoint and final evaluation rating scale, the subject area evaluation, and the EDUCATEAlabama final assessment to monitor progress and measure the intern’s performance.

   The intern and the cooperating teacher’s professional relationship must be based upon a mutual willingness to ask questions about and analyze one another’s teaching. The intern should be encouraged to practice self-evaluation so that critical analysis becomes a regular part of his/her teaching behavior as modeled by the cooperating teacher.

5. Documented.
   Assessment is based upon verifiable evidence, such as observations of teaching performance, lesson plans, student work samples, conferences, etc. rather than on subjective judgment. The assessment must focus on the intern’s performance, NOT potential. The cooperating teacher and university supervisor will use specific examples from observations of teaching to document whether the intern is progressing as a beginning teacher and whether he/she has the skills to maintain his/her own classroom independently.

6. Specific.
   Above all, assessment and evaluation must be SPECIFIC. The intern should be told exactly what is expected, what he or she is doing well, and what he or she needs to do to improve. The ultimate goal is to document, through supervision, the intern’s ability to meet the basic teaching competencies.
Interns are expected to demonstrate growth in each of the six competency areas identified on page 7 in the handbook. Performance is monitored and measured through the use of several assessment tools. Cooperating teachers and university supervisors use Form 103 to assess the intern and provide both formative and summative information. Cooperating teachers will formally evaluate interns twice during each assignment and provide feedback after each observation. Each cooperating teacher will also complete an EDUCATEAlabama form (FORM 104) and the subject area evaluation at the end of the assignment. University supervisors will complete five formal evaluations and conference with the intern during the semester. The university supervisor will also complete the EDUCATEAlabama at the end of the 15-week semester. Interns complete the EDUCATEAlabama at the end of each assignment and engage in self-assessment and reflection throughout the 15-week internship.

Rating Scale for Evaluation of Intern Competencies
Cooperating teachers and university supervisors should use the rating scale below to determine the level of performance demonstrated by the intern in each competency area.

<table>
<thead>
<tr>
<th>Score</th>
<th>Descriptor</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Exceptional</td>
<td>The intern demonstrates <em>exceptional</em> understanding and/or skill expected of teaching professionals at the initial level of certification. The intern’s performance contains multiple examples of extensions that reflect the daily application of research-based, best practices. The intern consistently and accurately assesses the impact of instruction on student learning and demonstrates multiple examples of adjusting practice accordingly. Knowledge conveyed and/or performance demonstrated regarding this standard places the intern at a level far beyond their peers.</td>
</tr>
<tr>
<td>3</td>
<td>Proficient</td>
<td>The intern demonstrates <em>proficient</em> understanding and/or skill expected of teaching professionals at the initial level of certification. Performance is coherent, complete, consistent, and accurate. The intern demonstrates the ability to assess the impact of instruction on student learning and adjust practice accordingly. Evidence shows that the intern’s learning often extends beyond course requirements and expectations. Knowledge conveyed and/or performance demonstrated regarding this standard is consistent with that of effective preservice teachers.</td>
</tr>
<tr>
<td>2</td>
<td>Basic</td>
<td>The intern demonstrates a <em>basic</em> level of understanding and/or skill expected of teaching professionals at the initial level of certification. The intern’s performance provides basic evidence that the proficiency has been met. Performance sometimes hints at a higher level of practice but viewed as a whole the intern’s performance is sometimes inconsistent or incomplete. The candidate shows initial understanding of the impact of instruction on student learning and the need to adjust practice. Knowledge conveyed and/or performance demonstrated regarding this standard is consistent with preservice teachers’ initial understanding and/or performance in this area.</td>
</tr>
<tr>
<td>1</td>
<td>Unacceptable</td>
<td>The intern does not demonstrate a <em>minimal</em> level of understanding and/or skill expected of teaching professionals at the initial level of</td>
</tr>
</tbody>
</table>
certification. The intern’s performance offers little or no evidence of achieving proficiency. Although there may be occasional points that vaguely suggest the intern has achieved the expected proficiency, viewed as a whole, the intern’s performance provides little or no evidence of meeting the standard. Knowledge conveyed and/or performance demonstrated regarding this standard is unsatisfactory.

**Rating the Intern**

Using specific examples demonstrated by the intern, the cooperating teacher and university supervisor will rate the intern and provide suggestions for strengthening the intern’s competency. The intern will take action to effectively implement suggestions that the cooperating teacher and the university supervisor make for improvement of his or her performance.

If the intern is beyond one level, but not quite at the next, average the two levels. For example, if the intern is beyond a basic level (2), but not quite at the proficient level (3), then rate the intern at 2.5.

If an intern receives a rating of 1 (unacceptable) or is not making sufficient progress as evaluated by the cooperating teacher or university supervisor in any competency area at the midpoint evaluation or any time during the first or second assignment, the university supervisor will schedule a conference with the intern and the cooperating teacher to determine an appropriate plan of action. The intern will be provided with a written copy of the Professional Development Plan (PDP) and must respond positively and effectively to the suggestions made for improvement of his/her performance.

If an intern receives a rating of 1 (unacceptable) or is not making sufficient progress as evaluated by the cooperating teacher or the university supervisor in any competency area at the end of the first assignment, the university supervisor will schedule a conference with the intern and Coordinator of Field and Clinical Experiences promptly to determine an appropriate plan of action, which could include extending the placement, repeating the placement, or not being allowed to begin the second assignment.

**Determining a Grade for the Internship**

The final grade for the internship is based on the following components: the Cooperating Teachers’ final evaluations, the University Supervisor’s evaluations, the intern’s journal reflections, the Google Drive notebook, and the intern’s participation/attendance at seminar. Each component is described in the table below. Interns must earn a grade of no less than 2.0 in the internship to qualify for a recommendation for certification.

**Internship Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00 – 3.40</td>
</tr>
<tr>
<td>B</td>
<td>3.39 – 2.70</td>
</tr>
<tr>
<td>C</td>
<td>2.69 – 2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.99 – 1.30</td>
</tr>
<tr>
<td>F</td>
<td>1.29 – 0.00</td>
</tr>
</tbody>
</table>
Matrix for Determining Internship Grade

<table>
<thead>
<tr>
<th>Evaluator</th>
<th>Evaluation Tool</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
</table>
| **1st Cooperating Teacher**   | • Final Evaluation (a summative evaluation evaluating the intern’s performance with specific feedback including strengths and weaknesses to help facilitate improvement in performance),  
• EDUCATEAlabama (the final performance evaluation of the intern also including feedback on strengths and weaknesses) and  
• Subject Area Evaluation (final evaluation of the intern in his/her subject area abilities). | 10%                       |
| **2nd Cooperating Teacher**   | • Final Evaluation (a summative evaluation evaluating the intern’s performance with specific feedback including strengths and weaknesses to help facilitate improvement in performance),  
• EDUCATEAlabama (the final performance evaluation of the intern also including feedback on strengths and weaknesses) and  
• Subject Area Evaluation (final evaluation of the intern in his/her subject area abilities). | 10%                       |
| **University Supervisor**     | • Final Evaluation (in addition to specific feedback from the 5th observation, this evaluation will include a summative evaluation of the intern’s overall performance in the student teaching internship) and  
• EDUCATEAlabama (the final performance evaluation of the intern also including feedback on strengths and weaknesses).  
• Google Drive Notebook/Folder (edTPA, containing evidence that documents intern’s growth in knowledge, abilities, and dispositions) serves as the exit examination for all education students. | 45%                       |
| **University Supervisor**     | • Journal entries (throughout the semester) and  
• Internship reflection descriptions | 5%                        |
| **University Supervisor**     | • Impact on Student Learning Assignment with Reflection will be included in the Google Drive Notebook/Folder | 20%                       |
| **University Supervisor**     | • Attendance/Participation in Internship Seminar.  
• Opportunities will be provided for reflection, discussion, and exploration of critical issues facing educators. | 10%                       |
| **Final Grade**               |                                                                                  | 100%                      |
## Checklist for Assessment Documentation

<table>
<thead>
<tr>
<th>Assessment Form</th>
<th>Completed by</th>
<th>Due date</th>
<th>Submit to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 103 Evaluation Rubric for Interns</td>
<td>Cooperating Teacher</td>
<td>Midpoint of placement (end of week 4)</td>
<td>University Supervisor</td>
</tr>
<tr>
<td>Form 103 Evaluation Rubric for Interns</td>
<td>Cooperating Teacher</td>
<td>End of placement; include specific comments about intern’s performance; discuss with intern; sign and date</td>
<td>University Supervisor</td>
</tr>
<tr>
<td>Form 103 Evaluation Rubric for Interns</td>
<td>University Supervisor</td>
<td>After each formal observation; include specific comments about intern’s performance; discuss with intern and cooperating teacher</td>
<td>Intern and Cooperating Teacher</td>
</tr>
<tr>
<td>Subject Area Assessment</td>
<td>Cooperating Teacher</td>
<td>End of placement; discuss with intern</td>
<td>University Supervisor</td>
</tr>
<tr>
<td>Form 104 EDUCATEAlabama</td>
<td>Cooperating Teacher</td>
<td>End of placement; discuss with intern</td>
<td>University Supervisor</td>
</tr>
<tr>
<td>Form 104 EDUCATEAlabama</td>
<td>University Supervisor</td>
<td>End of internship; discuss with intern</td>
<td>University Supervisor</td>
</tr>
<tr>
<td>Form 104 EDUCATEAlabama</td>
<td>Intern</td>
<td>End of each placement as self-evaluation</td>
<td>University Supervisor</td>
</tr>
<tr>
<td>Form 105 Intern Summary Report</td>
<td>Intern</td>
<td>Document clock hours during placement on weekly report; print hard copy of form at end of placement; this form is a summary of all weekly reports; get signed by CT</td>
<td>University Supervisor</td>
</tr>
<tr>
<td>Form 105 Intern Summary Report</td>
<td>Cooperating Teacher</td>
<td>Check clock hours noted by intern; sign and date hard copy of form</td>
<td>Intern</td>
</tr>
<tr>
<td>Weekly Activity Report Verification</td>
<td>Intern</td>
<td>Print one copy of form from first tab of weekly report; present to CT each week for activity verification; continue securing weekly signatures during internship</td>
<td>University Supervisor</td>
</tr>
<tr>
<td>Weekly Activity Report Verification</td>
<td>Cooperating Teacher</td>
<td>Sign each week</td>
<td>University Supervisor</td>
</tr>
<tr>
<td>Form 110F University Supervisor Summary Evaluation</td>
<td>University Supervisor</td>
<td>End of placement; consider overall performance and growth</td>
<td>University Supervisor</td>
</tr>
</tbody>
</table>
FORMS
Department of Education - Check List for Interns

Interns should keep copies of all documents, including electronic evaluations. Note method of submission, person receiving submissions and date due. The Coordinator of Field and Clinical Experiences (CFCE) will collect the listed documents during seminar. Keep this checklist handy as a reference of required documentation.

<table>
<thead>
<tr>
<th>1&lt;sup&gt;st&lt;/sup&gt; Placement</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Placement</th>
<th>Document:</th>
<th>Format:</th>
<th>Submit to:</th>
<th>Date Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 100 Intern Information</td>
<td>Hard copy</td>
<td>CFCE</td>
<td>Week 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily/Weekly/Unit Lesson Plans</td>
<td>Electronic Notebook (Google Drive)</td>
<td>MT, US and Intern</td>
<td>Thursday of each week by close of the school day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 102E Weekly Report</td>
<td>Electronic</td>
<td>US</td>
<td>Friday of each week by 9 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal Entries</td>
<td>Electronic</td>
<td>US</td>
<td>Friday of required weeks by 9 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 101 CT Info</td>
<td>Hard copy</td>
<td>CFCE</td>
<td>Week 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waiver (if CT doesn’t have a master’s degree)</td>
<td>Hard copy</td>
<td>CFCE</td>
<td>Week 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administer Student Interest Inventory</td>
<td>Hard copy or electronic, include samples in electronic notebook</td>
<td>US</td>
<td>Complete before week 3 of each placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUCATEAlabama</td>
<td>Electronic</td>
<td>Intern and US</td>
<td>Due final week of placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 106E Intern Eval of MT</td>
<td>Emailed to intern from CFCE</td>
<td>CFCE</td>
<td>Due final week of placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 107 Intern Eval of US</td>
<td>Emailed to intern from CFCE</td>
<td>CFCE</td>
<td>Due final week of placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of Semester</td>
<td>Document:</td>
<td>Format:</td>
<td>Submit to:</td>
<td>Date Due:</td>
<td></td>
</tr>
<tr>
<td>Weekly Activity Report Verification</td>
<td>Hard copy printed from weekly report</td>
<td>CFCE</td>
<td>Due final week of 2&lt;sup&gt;nd&lt;/sup&gt; placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 105 Summary Report of Hours</td>
<td>Hard copy printed from weekly report</td>
<td>CFCE</td>
<td>Due final week of 2&lt;sup&gt;nd&lt;/sup&gt; placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 109 Release and Indemnification</td>
<td>Emailed to intern from CFCE</td>
<td>CFCE</td>
<td>Due final week of 2&lt;sup&gt;nd&lt;/sup&gt; placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 113 Authorization for Recommendation</td>
<td>Emailed to intern from CFCE</td>
<td>CFCE</td>
<td>Due final week of 2&lt;sup&gt;nd&lt;/sup&gt; placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 106 Intern Eval of MT</td>
<td>Emailed to intern from CFCE</td>
<td>CFCE</td>
<td>Due final week of 2&lt;sup&gt;nd&lt;/sup&gt; placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intern Survey of TEP</td>
<td>Emailed to intern from CFCE</td>
<td>CFCE</td>
<td>Due final week of 2&lt;sup&gt;nd&lt;/sup&gt; placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intern Contact Information</td>
<td>Emailed to intern from CFCE</td>
<td>CFCE</td>
<td>Due final week of 2&lt;sup&gt;nd&lt;/sup&gt; placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 107 Intern Eval of US</td>
<td>Emailed to intern from CFCE</td>
<td>CFCE</td>
<td>Due final week of placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resume</td>
<td>Include in Google Drive Notebook/Folder</td>
<td>US</td>
<td>Due final week of 2&lt;sup&gt;nd&lt;/sup&gt; placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Google Drive Notebook/Folder</td>
<td>Google Drive Folder labeled with name and semester Ex: Pettey Spring 2020</td>
<td>CFCE and US</td>
<td>Due final week of 2&lt;sup&gt;nd&lt;/sup&gt; placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impact on Student Learning Assignment</td>
<td>Google Drive Notebook/Folder</td>
<td>CFCE and US</td>
<td>Due final week of 2&lt;sup&gt;nd&lt;/sup&gt; placement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FORM 100 – INTERN INFORMATION FORM

To be completed by the intern and returned to the Coordinator of Field and Clinical Experiences by the end of the first week of the internship.

Name of Intern: _______________________________ I.D. Number: __________________________

Area(s) of Certification (Major): ______________________________________________________

Expected Graduation Date: ____________________________________________________________

Current Status (Circle one): __________ Senior Undergraduate __________ Undergraduate Certification Only

Alternative 5th Year Certification __________ Graduate Certification Only __________ Other (specify) __________

Current Address: _________________________________________________________________

City: ___________________________ State: ___________ Zip: _________________________

Telephone: _________________________________________________________________

Current email Address: __________________________________________________________

Permanent Address: _____________________________________________________________

City: ___________________________ State: ___________ Zip: _________________________

Telephone: _________________________________________________________________

Permanent email Address: _______________________________________________________

-----------------------------------------------------------------------------------------------

Are you currently employed? _____ Yes _____ No

Current Place of employment: __________________________________________________________

What hours do you work? __________ Work Phone ________________________________

Do you plan to work during the internship? (If yes, explain) __________________________

-----------------------------------------------------------------------------------------------

Do you have any medical or health problems? ________________

If yes, describe ______________________________________________________________________

___________________________________________________________________________________

59
In case of emergency notify __________________________ Relationship: __________
Address: ____________________________________________________________
Telephone: __________________________________________________________

Other important events, contact people or information you wish to add:
____________________________________________________________________
____________________________________________________________________

Signed: ___________________________________________________________________
FORM 101 - COOPERATING TEACHER INFORMATION FORM

Name of Intern: _____________________________________ Assignment: 1st _____ 2nd _____

Please complete this form and have your intern return it to the Coordinator of Field and Clinical Experiences by the end of the first week of the internship assignment.

Name: ___________________________________________ Semester/Year: _____________________

School: __________________________________________ System: _____________________________

Is your school a Title I school? _____ yes _____ no Grade/Subject: _______________________

Email Address: ___________________________________ School Phone: ____________________

Gender: _____ M _____ F

Ethnicity: Please check one of the following:
( ) Hispanic or Latino ( ) Non-Hispanic

Race: Please check one or more of the following:
( ) Black or African American ( ) White ( ) Asian ( ) Asian Pacific Islander
( ) Native Hawaiian or Other Pacific Islander ( ) American Indian or Native Alaskan

Degree, major, and certificate (complete subject area for each degree obtained):

<table>
<thead>
<tr>
<th>Degree</th>
<th>Subject Area (Major)</th>
<th>Certificate (Class B, A, AA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree</td>
<td></td>
<td>B</td>
</tr>
<tr>
<td>Master’s degree(s)</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Advanced degree</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Ed. S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced degree</td>
<td>Ph. D. or Ed. D.</td>
<td></td>
</tr>
</tbody>
</table>

National Board Certified Teacher: _____ No _____ Yes _____ Year of Certification

Professional Experience:

In state: Number of Years: ________________
Out of state: Number of Years: ________________

Signature ___________________________ Date ___________________________

COLLEGE OF EDUCATION, THE UNIVERSITY OF ALABAMA IN HUNTSVILLE, 2018
**FORM 102 – WEEKLY INTERNSHIP REPORT**

Interns must submit Weekly Report to the university supervisor on a weekly basis by Friday at 9 p.m.

Name of Intern ____________________________________________

School ___________________________ Grade ____________________

Part A: Report for week ending _____________________________________________

<table>
<thead>
<tr>
<th>Hours</th>
<th>Previous</th>
<th>Current</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observing (O)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participating (P)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching (T)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conferencing (C)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School-related (S) Activities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Absent</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Explanation of activities above or below:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Part B: Classroom activities planned for week beginning__________________________

<table>
<thead>
<tr>
<th>Time</th>
<th>Room #</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Signed, Cooperating Teacher__________________________________________

COLLEGE OF EDUCATION, THE UNIVERSITY OF ALABAMA IN HUNTSVILLE, 2018
RATING SCALE FOR EVALUATION OF INTERNS – FOR FORM 103

Please use the following scale when evaluating intern performance on each of the competencies.

<table>
<thead>
<tr>
<th>Score</th>
<th>Descriptor</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Exceptional</td>
<td>The intern demonstrates <em>exceptional</em> understanding and/or skill expected of teaching professionals at the initial level of certification. The intern’s performance contains multiple examples of extensions that reflect the daily application of research-based, best practices. Intern consistently and accurately assesses the impact of instruction on student learning and demonstrates multiple examples of adjusting practice accordingly. Knowledge conveyed and/or performance demonstrated regarding this standard places the intern at a level far beyond their peers.</td>
</tr>
<tr>
<td>3</td>
<td>Proficient</td>
<td>The intern demonstrates <em>proficient</em> understanding and/or skill expected of teaching professionals at the initial level of certification. Performance is coherent, often complete, consistent, and accurate. Intern demonstrates the ability to assess the impact of instruction on student learning and adjust practice accordingly. Evidence shows that the intern’s learning often extends beyond course requirements and expectations. Knowledge conveyed and/or performance demonstrated regarding this standard is consistent with that of effective preservice teachers.</td>
</tr>
<tr>
<td>2</td>
<td>Basic</td>
<td>The intern demonstrates a <em>basic</em> level of understanding and/or skill expected of teaching professionals at the initial level of certification. The intern’s performance provides basic evidence that the proficiency has been met. Performance sometimes hints at a higher level of practice but viewed as a whole the intern’s performance is sometimes inconsistent or incomplete. Intern shows initial understanding of the impact of instruction on student learning and the need to adjust practice. Knowledge conveyed and/or performance demonstrated regarding this standard is consistent with preservice teachers’ initial understanding and/or performance in this area.</td>
</tr>
<tr>
<td>1</td>
<td>Unacceptable</td>
<td>The intern does not demonstrate a <em>minimal</em> level of understanding and/or skill expected of teaching professionals at the initial level of certification. The intern’s performance offers little or no evidence of achieving proficiency. Although there may be occasional points that vaguely suggest the intern has achieved the expected proficiency, viewed as a whole, the intern’s performance provides little or no evidence of meeting the standard. Knowledge conveyed and/or performance demonstrated regarding this standard is unsatisfactory.</td>
</tr>
</tbody>
</table>

**Guidelines:**
Please evaluate the intern twice during the internship, midway through the assignment, and then again during the final week of full time teaching. Rate the intern on each competency included in the rubric. If you think the intern is beyond one level, but not quite at the next, average the two levels. For example, if the intern is beyond a basic level (2), but not quite at the proficient level (3), then rate the intern at 2.5. The intern is expected to take action on suggestions that you make for improvement of his or her performance in any of these areas. These improvements may be reflected in your second evaluation.

COLLEGE OF EDUCATION, THE UNIVERSITY OF ALABAMA IN HUNTSVILLE, 2018
FORM 103: EVALUATION RUBRIC FOR INTERNS

University Supervisor Evaluation # _____  
Cooperating Teacher Evaluation: _____ Mid-Term _____ Final

Intern’s Name: _____________________________  Date: _________________________

Cooperating Teacher: _________________________  School: ________________________

Subject: _____________________________  Grade Level: _______________________

Below is a brief descriptor for each of the ratings. Full descriptors can be found on page 60 of the internship handbook.

**Ratings:**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Distinguished</td>
<td>Intern consistently demonstrates multiple indicators of the competency with a high degree of knowledge and skill <em>beyond</em> what one would expect of an intern at the initial level of certification.</td>
</tr>
<tr>
<td>3</td>
<td>Proficient</td>
<td>Intern consistently demonstrates multiple indicators of the competency with the degree of knowledge and skill expected of the intern <em>at</em> the initial level of certification.</td>
</tr>
<tr>
<td>2</td>
<td>Basic</td>
<td>Intern may demonstrate some of the indicators, but performance is sometimes inconsistent or incomplete.</td>
</tr>
<tr>
<td>1</td>
<td>Unacceptable</td>
<td>Intern provides little or no evidence of understanding or demonstration of the indicators of the competency.</td>
</tr>
<tr>
<td>FORM 103: EVALUATION RUBRIC FOR TEACHER CANDIDATES</td>
<td></td>
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<tr>
<td>---------------------------------------------------</td>
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<tr>
<td>DOMAIN ONE: PLANNING AND PREPARATION</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>1a Demonstrating Knowledge of Content and Pedagogy</th>
</tr>
</thead>
</table>

**Indicators include:**
- Lesson and unit plans that reflect important concepts in the discipline
- Lesson and unit plans that accommodate prerequisite relationships among concepts and skills
- Clear and accurate classroom explanations
- Accurate answers to students' questions
- Feedback to students that furthers learning
- Interdisciplinary connections in plans and practice
- The teacher candidate displays knowledge of important concepts of the discipline and their relationships to one another AND consistently connects learning objectives to what students have previously learned, know from life experiences, and integrate with other disciplines.
- The teacher candidate provides clear, detailed explanations of the content that is based on understanding of students learning styles, intelligence preferences, culture-influenced preferences, and gender-based preferences AND provides effective modeling of thinking process to demonstrate performance expectations.
- The teacher candidate answers students' questions accurately and provides frequent, consistent academic feedback for furthering their learning.
- The teacher candidate regularly implements a variety of subject-specific instructional strategies in unit and lesson plans that are designed to enhance student content knowledge

**RATING:**

**COMMENTS:**

<table>
<thead>
<tr>
<th>1b Demonstrating Knowledge of Students</th>
</tr>
</thead>
</table>

**Indicators include:**
- Formal and informal information about students gathered by the teacher candidate for use in planning instruction
- Student interests and needs learned by the teacher candidate for use in planning
- Teacher candidate participation in community cultural events
- Teacher candidate-designed opportunities for families to share their heritages
- Database of students with special needs
- The teacher candidate knows, for groups of students, their levels of cognitive development and is consistent in using this to plan lessons
- The teacher candidate is aware of the different cultural groups in the class and is consistent in using this to plan lessons.
- The teacher candidate has a good idea of the range of interests of students in the class and is consistent in using this to plan lessons.
- The teacher candidate has identified "high," "medium," and "low" groups of students within the class and consistently considers this when planning lessons AND provides differentiated instructional methods and content to ensure children have the opportunity to master what is being taught.
- The teacher candidate is well informed about students' cultural heritages and consistently incorporates this knowledge in lesson planning.
- The teacher candidate is aware of the special needs represented by students in the class and consistently incorporates this knowledge in lesson planning.

**RATING:**

**COMMENTS:**

<table>
<thead>
<tr>
<th>1c Setting Instructional Outcomes</th>
</tr>
</thead>
</table>

**Indicators include:**
- Outcomes of a challenging cognitive level
- Statements of student learning, not student activity
- Outcomes central to the discipline and related to those in other disciplines
- Outcomes permitting assessment of student attainment
- Outcomes differentiated for students of varied ability
- Develops outcomes based on state standards.
- Outcomes represent high expectations and rigor and important learning of the discipline.
- Outcomes are written in terms of what students will learn rather than do.
- Outcomes represent a range of types: factual knowledge, conceptual understanding, reasoning, social interaction, management, and communication.
- Outcomes, differentiated where necessary, are suitable to groups of students in the class.
- Uses state standards to align outcomes and shows the connection of lesson outcomes to standards
- Outcomes represent at least three types: factual knowledge, conceptual understanding, reasoning, social interaction, management, and communication AND are tailored for the lesson and unit
- Outcomes build on prior learning and are scaffolded
- Lesson plan references prior lessons and units to sequence outcomes

**RATING:**

**COMMENTS:**

<table>
<thead>
<tr>
<th>1c Setting Instructional Outcomes</th>
</tr>
</thead>
</table>

**Indicators include:**
- Outcomes represent a mixture of low expectations and rigor
- Some outcomes reflect important learning in the discipline.
- Outcomes are suitable for most of the class.
- Outcomes lack rigor.
- Outcomes do not represent important learning in the discipline.
- Outcomes are not clear or are stated as activities.
- Outcomes are not suitable for many students in the class.

**RATING:**

**COMMENTS:**

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65
### 1d Demonstrating Knowledge of Resources

<table>
<thead>
<tr>
<th>RATING:</th>
<th>COMMENTS:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>DISTINGUISHED (4)</th>
<th>PROFICIENT (3)</th>
<th>BASIC (2)</th>
<th>UNSATISFACTORY (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indicators include:</strong></td>
<td><strong>Match each instructional outcome with instructional strategies and materials.</strong></td>
<td><strong>Match each instructional outcome with instructional strategies and materials.</strong></td>
<td><strong>Match each instructional outcome with instructional strategies and materials.</strong></td>
</tr>
<tr>
<td>• Materials provided by the district</td>
<td>• Materials provided by professional organizations</td>
<td>• A range of texts</td>
<td>• Internet resources</td>
</tr>
<tr>
<td>• Community resources</td>
<td>• Ongoing participation by the teacher candidate in professional education courses or professional groups</td>
<td>• Guest speakers</td>
<td></td>
</tr>
<tr>
<td><strong>Texts are at varied levels and support the lesson objectives.</strong></td>
<td><strong>Resources are incorporated beyond the school curriculum texts (e.g. teacher-made materials, manipulatives, resources from outside the adopted district resources).</strong></td>
<td><strong>The teacher candidate incorporates multimedia and technology to support instruction.</strong></td>
<td><strong>The teacher candidate provides lists of resources outside the classroom for students to draw on.</strong></td>
</tr>
<tr>
<td><strong>The teacher candidate incorporates multimedia and technology to support instruction.</strong></td>
<td><strong>The teacher candidate provides lists of resources outside the classroom for students to draw on.</strong></td>
<td><strong>The teacher candidate uses materials in the school library but does not search beyond the school for resources.</strong></td>
<td><strong>The teacher candidate locates materials and resources for students that are available through the school but does not pursue any other avenues.</strong></td>
</tr>
</tbody>
</table>

### 1e Designing Coherent Instruction

<table>
<thead>
<tr>
<th>RATING:</th>
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<tr>
<td>• Lessons that support the district</td>
<td>• Materials provided by professional organizations</td>
<td>• A range of texts</td>
<td>• Internet resources</td>
</tr>
<tr>
<td>• Opportunities for student choice</td>
<td>• Use of varied resources</td>
<td>• Thoughtfully planned learning groups</td>
<td>• Structured lesson plans</td>
</tr>
<tr>
<td><strong>Learning activities are matched to instructional outcomes.</strong></td>
<td><strong>Activities provide opportunity for higher-level thinking.</strong></td>
<td><strong>Instructional outcomes are addressed in the plan.</strong></td>
<td><strong>The plan for the lesson or unit is well structured, with reasonable time allocations.</strong></td>
</tr>
<tr>
<td><strong>Activities provide opportunity for higher-level thinking.</strong></td>
<td><strong>The teacher candidate designs primarily for high-level thinking.</strong></td>
<td><strong>The teacher candidate uses a variety of assessment types.</strong></td>
<td><strong>The teacher candidate uses a variety of assessment types.</strong></td>
</tr>
<tr>
<td><strong>The teacher candidate designs primarily for high-level thinking.</strong></td>
<td><strong>Activities are designed for high-level thinking.</strong></td>
<td><strong>The teacher candidate designs primarily for high-level thinking.</strong></td>
<td><strong>The teacher candidate designs primarily for high-level thinking.</strong></td>
</tr>
<tr>
<td><strong>Instructional groups are organized to maximize learning and build on students’ strengths.</strong></td>
<td><strong>The teacher candidate designs primarily for high-level thinking.</strong></td>
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<td><strong>The teacher candidate designs primarily for high-level thinking.</strong></td>
</tr>
<tr>
<td><strong>The plan for the lesson or unit is well structured, with reasonable time allocations that provide opportunities for individual students that progress at different learning rates.</strong></td>
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</table>

### 1f Designing Student Assessments

<table>
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</tr>
<tr>
<td>• Lesson plans indicating correspondence between assessments and instructional outcomes</td>
<td>• Assessment types suitable to the style of outcome</td>
<td>• Variety of performance opportunities for students</td>
<td>• Modified assessments available for individual students as needed</td>
</tr>
<tr>
<td>• Expectations clearly written with descriptors for each level of performance</td>
<td>• Formative assessments designed to inform minute-to-minute decision making by the teacher candidate during instruction</td>
<td>• Teacher candidate uses a variety of assessments and the assessment types match the learning expectations. AND lesson plans indicate possible adjustments based on formative assessment data.</td>
<td>• Most of the learning outcomes have a method for assessment. AND lesson plans indicate possible adjustments based on formative assessment data.</td>
</tr>
<tr>
<td><strong>Teacher candidate uses a variety of assessments and the assessment types match the learning expectations.</strong></td>
<td><strong>Less assessment types match learning expectations.</strong></td>
<td><strong>Assessment criteria are clear.</strong></td>
<td><strong>Plans indicate modified assessments when they are necessary for some students.</strong></td>
</tr>
<tr>
<td><strong>Lesson plans indicate possible adjustments based on formative assessment data.</strong></td>
<td><strong>Assessment criteria are clear.</strong></td>
<td><strong>Plans indicate modified assessments when they are necessary for some students.</strong></td>
<td><strong>Plans indicate modified assessments when they are necessary for some students.</strong></td>
</tr>
<tr>
<td><strong>The approach to using formative assessment is well designed and includes student as well as teacher candidate use of the assessment information.</strong></td>
<td><strong>Less assessment types match learning expectations.</strong></td>
<td><strong>Plans indicate modified assessments when they are necessary for some students.</strong></td>
<td><strong>Plans include formative assessments to use during instruction.</strong></td>
</tr>
<tr>
<td><strong>Lesson plans indicate possible adjustments based on formative assessment data.</strong></td>
<td><strong>Assessment criteria are clear.</strong></td>
<td><strong>Plans include formative assessments to use during instruction.</strong></td>
<td><strong>Teacher candidate has a developed strategy to using formative assessments and has designed approaches to be used.</strong></td>
</tr>
</tbody>
</table>

### RATING:

<table>
<thead>
<tr>
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</tbody>
</table>
### Domain Two: Classroom Environment

#### 2a Creating an Environment of Respect and Rapport

<table>
<thead>
<tr>
<th>Indicators include:</th>
<th>DISTINGUISHED (4)</th>
<th>PROFICIENT (3)</th>
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<th>UNSATISFACTORY (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Respectful talk, active listening, and turn-taking</td>
<td>• The teacher candidate communicates the importance of the content and the conviction that with hard work all students can master the material.</td>
<td>• The teacher candidate communicates the importance of the content.</td>
<td>• The teacher candidate communicates the need to do the work to external forces.</td>
<td>• The teacher candidate conveys respect and rapport.</td>
</tr>
<tr>
<td>• Acknowledgment of students’ backgrounds and lives outside the classroom</td>
<td>• The teacher candidate demonstrates a high regard for students’ abilities.</td>
<td>• The teacher candidate believes that with hard work all students can master the material, but may not convey it well to all students.</td>
<td>• The teacher candidate conveys high expectations for only some students.</td>
<td>• The teacher candidate employs a “we” approach to teaching and learning.</td>
</tr>
<tr>
<td>• Body language indicative of warmth and caring shown by teacher candidate and students</td>
<td>• The teacher candidate conveys an expectation of high levels of student effort.</td>
<td>• Students exhibit a commitment to complete the work on their own; many working for the sake of learning.</td>
<td>• Students exhibit a limited commitment to complete the work on their own; many students indicate that they are looking for “an easy path.”</td>
<td>• The teacher candidate disregards the importance of the content.</td>
</tr>
<tr>
<td>• Physical proximity</td>
<td>• Students exhibit respect for the teacher candidate.</td>
<td>• The teacher candidate’s primary concern is for all students’ learning.</td>
<td>• The teacher candidate’s primary concern appears to be to complete the task at hand.</td>
<td>• The teacher candidate focuses on the group rather than individual students.</td>
</tr>
<tr>
<td>• Politeness and encouragement</td>
<td>• The teacher candidate makes general connections with individual students.</td>
<td>• The quality of interactions between teacher candidate and students, or among students, is uneven, with occasional disrespect or insensitivity.</td>
<td>• The teacher candidate attempts to respond to disrespectful behavior among students, with uneven results.</td>
<td>• The teacher candidate disregards disrespectful interactions among students.</td>
</tr>
<tr>
<td>• Fairness</td>
<td>• Students exhibit respect for the teacher candidate.</td>
<td>• Teacher candidate makes an effort to learn about how students feel about the class.</td>
<td>• The teacher candidate attempts to make connections with individual students, but student reactions indicate that these attempts are not entirely successful.</td>
<td></td>
</tr>
</tbody>
</table>

#### 2b Establishing a Culture for Learning

<table>
<thead>
<tr>
<th>Indicators include:</th>
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<th>UNSATISFACTORY (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Belief in the value of what is being learned</td>
<td>• The teacher candidate communicates the importance of the content and the conviction that with hard work all students can master the material.</td>
<td>• The teacher candidate communicates the importance of the content.</td>
<td>• The teacher candidate communicates the need to do the work to external forces.</td>
<td>• The teacher candidate conveys respect and rapport.</td>
</tr>
<tr>
<td>• High expectations, supported through both verbal and nonverbal behaviors, for both learning and participation</td>
<td>• The teacher candidate demonstrates a high regard for students’ abilities.</td>
<td>• The teacher candidate believes that with hard work all students can master the material, but may not convey it well to all students.</td>
<td>• The teacher candidate conveys high expectations for only some students.</td>
<td>• The teacher candidate employs a “we” approach to teaching and learning.</td>
</tr>
<tr>
<td>• Expectation of high-quality work on the part of students</td>
<td>• The teacher candidate conveys an expectation of high levels of student effort.</td>
<td>• Students exhibit a commitment to complete the work on their own; many working for the sake of learning.</td>
<td>• Students exhibit a limited commitment to complete the work on their own; many students indicate that they are looking for “an easy path.”</td>
<td>• The teacher candidate disregards the importance of the content.</td>
</tr>
<tr>
<td>• Expectation and recognition of effort and persistence on the part of students</td>
<td>• The teacher candidate insists on precise use of language by students.</td>
<td>• The teacher candidate’s primary concern is for all students’ learning.</td>
<td>• The teacher candidate’s primary concern appears to be to complete the task at hand.</td>
<td>• The teacher candidate focuses on the group rather than individual students.</td>
</tr>
<tr>
<td>• High expectations for expression and work products</td>
<td>• The quality of interactions between teacher candidate and students, or among students, is uneven, with occasional disrespect or insensitivity.</td>
<td>• The teacher candidate attempts to respond to disrespectful behavior among students, with uneven results.</td>
<td>• The teacher candidate attempts to make connections with individual students, but student reactions indicate that these attempts are not entirely successful.</td>
<td></td>
</tr>
</tbody>
</table>

#### 2c Managing Classroom Procedures

<table>
<thead>
<tr>
<th>Indicators include:</th>
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<th>PROFICIENT (3)</th>
<th>BASIC (2)</th>
<th>UNSATISFACTORY (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Smooth functioning of all routines</td>
<td>• Students are productively engaged during small-group or independent work.</td>
<td>• Students are mostly engaged during small-group or independent work.</td>
<td>• Students not working directly with the teacher candidate are only partially engaged.</td>
<td>• Students not working with the teacher candidate are not productively engaged.</td>
</tr>
<tr>
<td>• Little or no loss of instructional time</td>
<td>• Transitions between large- and small-group activities are always smooth.</td>
<td>• Transitions between large and small group activities are smooth most of the time.</td>
<td>• Procedures for transitions seem to have been established, but their operation is not smooth.</td>
<td>• Transitions are disorganized, with much loss of instructional time.</td>
</tr>
<tr>
<td>• Students playing an important role in carrying out the routines</td>
<td>• Routines for distribution and collection of materials and supplies work efficiently.</td>
<td>• Routines for distribution and collection of materials and supplies are established and work most of the time.</td>
<td>• There appear to be established routines for distribution and collection of materials, but students are confused about how to carry them out.</td>
<td>• There do not appear to be any established procedures for distributing and collecting materials.</td>
</tr>
<tr>
<td>• Students knowing what to do, where to move</td>
<td>• Classroom routines are consistent and function smoothly a majority of the time.</td>
<td>• Classroom routines function most of the time.</td>
<td>• Classroom routines function unevenly.</td>
<td>• A considerable amount of time is spent off task because of unclear procedures.</td>
</tr>
</tbody>
</table>
## Domain Three: Instruction

<table>
<thead>
<tr>
<th>2d Managing Student Behavior</th>
<th>Distinguished (4)</th>
<th>Proficient (3)</th>
<th>Basic (2)</th>
<th>Unsatisfactory (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators include:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Clear standards of conduct, possibly posted, and possibly referred to during a lesson</td>
<td>• Standards of conduct appear to have been established and implemented successfully.</td>
<td>• Teacher candidate shares standards of conduct with students and explains and models expectations of classroom behavior</td>
<td>• The teacher candidate attempts to maintain order in the classroom, referring to classroom rules, but with uneven success.</td>
<td>• The classroom environment is chaotic, with no standards of conduct evident.</td>
</tr>
<tr>
<td>• Absence of acrimony between teacher candidate and students concerning behavior</td>
<td>• Overall, student behavior is generally appropriate.</td>
<td>• Student behavior is usually appropriate.</td>
<td>• The teacher candidate attempts to keep track of student behavior, but with no apparent system.</td>
<td>• The teacher candidate does not monitor student behavior.</td>
</tr>
<tr>
<td>• Teacher candidate awareness of student conduct</td>
<td>• The teacher candidate frequently monitors student behavior.</td>
<td>• The teacher candidate monitors student behavior.</td>
<td>• The teacher candidate attempts to respond to student misbehavior.</td>
<td>• Some students disrupt the classroom, without apparent teacher candidate awareness or with an ineffective response.</td>
</tr>
<tr>
<td>• Preventive action when needed by the teacher candidate</td>
<td>• The teacher candidate’s response to student misbehavior is effective.</td>
<td>• The teacher candidate has a strategy for responding to student misbehavior.</td>
<td>• The teacher candidate’s response to student misbehavior is inconsistent: sometimes harsh, other times lenient.</td>
<td>• The teacher candidate has no strategy for responding to student misbehavior.</td>
</tr>
<tr>
<td>• Absence of misbehavior</td>
<td>• The teacher candidate makes no content errors.</td>
<td>• The teacher candidate makes minor content errors.</td>
<td>• The teacher candidate makes little elaboration or explanation about what the students will be learning.</td>
<td>• The teacher candidate’s communications include errors of vocabulary or usage or imprecise use of academic language.</td>
</tr>
<tr>
<td>• Reinforcement of positive behavior</td>
<td>• The teacher candidate’s explanations of content are procedural, with no indication of how students can think strategically.</td>
<td>• The teacher candidate makes little elaboration or explanation about what the students will be learning.</td>
<td>• The teacher candidate’s explanation of content consists of a monologue, with minimal participation or intellectual engagement by students.</td>
<td>• The teacher candidate’s vocabulary is inappropriate to the age or culture of the students.</td>
</tr>
</tbody>
</table>

| RATING: | COMMENTS: |

### 2e Organizing Physical Space

<table>
<thead>
<tr>
<th>Distinguished (4)</th>
<th>Proficient (3)</th>
<th>Basic (2)</th>
<th>Unsatisfactory (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators include:</td>
<td>The classroom is pleasant and safe</td>
<td>The classroom is safe, and all students are able to see and hear the teacher candidate or see the board.</td>
<td>The physical environment is not an impediment to learning but does not enhance it.</td>
</tr>
<tr>
<td>• Pleasant, inviting atmosphere</td>
<td>• Students can see and hear all parts of instruction</td>
<td>• The classroom is arranged to support the instructional goals and learning activities.</td>
<td>• The teacher candidate makes limited use of available technology and other resources.</td>
</tr>
<tr>
<td>• Safe environment</td>
<td>• Students show responsibility for the care of materials</td>
<td>• The teacher candidate makes appropriate use of available technology.</td>
<td>• There is limited use of available technology and other resources.</td>
</tr>
<tr>
<td>• Accessibility for all students</td>
<td>• Students make decisions about learning aids and student work that is displayed</td>
<td>• The teacher candidate monitors student behavior.</td>
<td>• The physical environment is not an impediment to learning but does not enhance it.</td>
</tr>
<tr>
<td>• Furniture arrangement suitable for the learning activities</td>
<td>• The teacher candidate frequently monitors student behavior.</td>
<td>• The teacher candidate has a strategy for responding to student misbehavior.</td>
<td></td>
</tr>
<tr>
<td>• Effective use of physical resources, including computer technology, by both teacher candidate and students</td>
<td>• The teacher candidate makes no content errors.</td>
<td>• The teacher candidate makes little elaboration or explanation about what the students will be learning.</td>
<td></td>
</tr>
</tbody>
</table>

### 3a Communicating with Students

<table>
<thead>
<tr>
<th>Distinguished (4)</th>
<th>Proficient (3)</th>
<th>Basic (2)</th>
<th>Unsatisfactory (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators include:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Clarity of lesson purpose</td>
<td>The teacher candidate states clearly, at some point during the lesson, what the students will be learning and successfully connects it to previous learning.</td>
<td>The teacher candidate states clearly, at some point during the lesson, what the students will be learning.</td>
<td>At no time during the lesson does the teacher candidate convey to students what they will be learning.</td>
</tr>
<tr>
<td>• Clear directions and procedures specific to the lesson activities</td>
<td>The teacher candidate’s explanation of content is clear with some student participation and thinking.</td>
<td>The teacher candidate’s explanation of content is clear with some student participation and thinking.</td>
<td>Students indicate through body language or questions that they don’t understand the content being presented.</td>
</tr>
<tr>
<td>• Absence of content errors and clear explanations of concepts and strategies</td>
<td>The teacher candidate makes no content errors.</td>
<td>The teacher candidate makes minor content errors.</td>
<td>The teacher candidate makes a serious content error that will affect students’ understanding of the lesson.</td>
</tr>
<tr>
<td>• Correct and imaginative use of language</td>
<td>The teacher candidate describes specific strategies students might use, inviting students to interpret them in the context of what they’re learning.</td>
<td>The teacher candidate describes specific strategies students might use, but there is limited opportunity for students to interpret them in the context of what they’re learning.</td>
<td>The teacher candidate’s vocabulary is inappropriate to the age or culture of the students.</td>
</tr>
<tr>
<td>• The teacher candidate’s vocabulary and usage are correct and entirely suited to the lesson, including, where appropriate, explanations of academic vocabulary.</td>
<td>The teacher candidate’s vocabulary is appropriate to students’ ages and levels of development.</td>
<td>The teacher candidate’s vocabulary and usage are correct but unimpressive.</td>
<td>The teacher candidate’s vocabulary is too advanced, or too juvenile, for students.</td>
</tr>
</tbody>
</table>

### 3b Organizing Physical Space

<table>
<thead>
<tr>
<th>Distiguished (4)</th>
<th>Proficient (3)</th>
<th>Basic (2)</th>
<th>Unsatisfactory (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators include:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The classroom is pleasant and safe</td>
<td>The classroom is pleasant and safe, and all students are able to see and hear the teacher candidate or see the board.</td>
<td>The classroom is arranged to support the instructional goals and learning activities.</td>
<td>The physical environment is not an impediment to learning but does not enhance it.</td>
</tr>
<tr>
<td>• Students can see and hear all parts of instruction</td>
<td>• Students show responsibility for the care of materials</td>
<td>• The teacher candidate makes appropriate use of available technology.</td>
<td>• The teacher candidate makes limited use of available technology and other resources.</td>
</tr>
<tr>
<td>• Students make decisions about learning aids and student work that is displayed</td>
<td>• The teacher candidate frequently monitors student behavior.</td>
<td>• The teacher candidate has a strategy for responding to student misbehavior.</td>
<td>• The teacher candidate’s response to student misbehavior is inconsistent: sometimes harsh, other times lenient.</td>
</tr>
<tr>
<td>• The teacher candidate’s explanations of content are procedural, with no indication of how students can think strategically.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3c Engaging Students

<table>
<thead>
<tr>
<th>Distinguished (4)</th>
<th>Proficient (3)</th>
<th>Basic (2)</th>
<th>Unsatisfactory (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators include:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Intellectual engagement by the teacher candidate</td>
<td>The teacher candidate models the process to be followed in the task.</td>
<td>The teacher candidate models the process to be followed in the task.</td>
<td>At no time during the lesson does the teacher candidate convey to students what they will be learning.</td>
</tr>
<tr>
<td>• The teacher candidate’s vocabulary and usage are correct and entirely suited to the lesson, including, where appropriate, explanations of academic vocabulary.</td>
<td>The teacher candidate’s vocabulary is appropriate to students’ ages and levels of development.</td>
<td>The teacher candidate’s vocabulary and usage are correct but unimpressive.</td>
<td>The teacher candidate’s vocabulary is too advanced, or too juvenile, for students.</td>
</tr>
<tr>
<td>• The teacher candidate’s vocabulary is too advanced, or too juvenile, for students.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Domain Three: Instruction

| RATING: | COMMENTS: |
### 3b: Using Questioning and Discussion Techniques

<table>
<thead>
<tr>
<th>Indicators include:</th>
<th>Distinguished (4)</th>
<th>Proficient (3)</th>
<th>Basic (2)</th>
<th>Unsatisfactory (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions of high cognitive challenge, formulated by both students and teacher candidate.</td>
<td>The teacher candidate uses open-ended questions, inviting students to think and/or offer multiple possible answers.</td>
<td>The teacher candidate frames some questions designed to promote student thinking, but many have a single correct answer, and the teacher candidate calls on students quickly.</td>
<td>Questions are rapid-fire and convergent, with a single correct answer.</td>
<td>Questions do not invite student thinking.</td>
</tr>
<tr>
<td>Questions with multiple correct answers or multiple approaches, even when there is a single correct response.</td>
<td>The teacher candidate uses open-ended questions, inviting students to think and/or offer multiple possible answers.</td>
<td>The teacher candidate makes effective use of wait time more than 75% of lesson.</td>
<td>All discussion is between the teacher candidate and students; students are not invited to speak directly to one another.</td>
<td>The teacher candidate does not ask students to explain their thinking.</td>
</tr>
<tr>
<td>Effective use of student responses and ideas.</td>
<td>The teacher candidate uses open-ended questions, inviting students to think and/or offer multiple possible answers.</td>
<td>The teacher candidate asks students to justify their reasoning, and most attempt to do so.</td>
<td>Only a few students dominate the discussion.</td>
<td></td>
</tr>
<tr>
<td>Discussion, with the teacher candidate stepping out of the central, mediating role</td>
<td>The teacher candidate consistently makes effective use of wait time.</td>
<td>The teacher candidate asks students to justify their reasoning, and most attempt to do so.</td>
<td>The teacher candidate calls on many students, but only a small number actually participate in the discussion.</td>
<td></td>
</tr>
<tr>
<td>Focus on the reasoning exhibited by students in discussion, both in give-and-take with the teacher candidate and with their classmates</td>
<td>Discussions enable students to talk to one another without ongoing mediation by teacher candidate.</td>
<td>The teacher candidate asks students to justify their reasoning, and most attempt to do so.</td>
<td>The teacher candidate does not ask students to explain their thinking.</td>
<td></td>
</tr>
<tr>
<td>High levels of student participation in discussion.</td>
<td>The teacher candidate asks students to justify their reasoning, and most attempt to do so.</td>
<td>The teacher candidate asks students to explain their reasoning, but only some students attempt to do so.</td>
<td>The teacher candidate asks students to explain their reasoning, but only some students attempt to do so.</td>
<td></td>
</tr>
</tbody>
</table>

### RATING: COMMENTS:

### 3c: Engaging Student in Learning

<table>
<thead>
<tr>
<th>Indicators include:</th>
<th>Distinguished (4)</th>
<th>Proficient (3)</th>
<th>Basic (2)</th>
<th>Unsatisfactory (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student enthusiasm, interest, thinking, problem solving, etc.</td>
<td>Most students are intellectually engaged in the lesson.</td>
<td>Most students are intellectually engaged in the lesson.</td>
<td>Students are intellectually engaged in the lesson.</td>
<td>Students are intellectually engaged in the lesson.</td>
</tr>
<tr>
<td>Learning tasks that require high-level student thinking and invite students to explain their thinking</td>
<td>Most learning tasks have multiple correct responses or approaches and/or encourage higher-order thinking.</td>
<td>Most learning tasks have multiple correct responses or approaches and/or encourage higher-order thinking.</td>
<td>Learning tasks are a mix of those requiring thinking and those requiring recall.</td>
<td>Learning tasks are a mix of those requiring thinking and those requiring recall.</td>
</tr>
<tr>
<td>Students highly motivated to work on all tasks and persistent even when the tasks are challenging</td>
<td>Students are encouraged to explain their thinking as part of completing tasks.</td>
<td>Students are encouraged to explain their thinking as part of completing tasks.</td>
<td>Student engagement with the content is largely passive; the learning at times consists of facts or procedures.</td>
<td>Student engagement with the content is largely passive; the learning consists primarily of facts or procedures.</td>
</tr>
<tr>
<td>Students actively &quot;working,&quot; rather than watching while their teacher candidate &quot;works&quot;</td>
<td>Materials and resources enhance the learning goals and require intellectual engagement, as appropriate.</td>
<td>Materials and resources enhance the learning goals and require intellectual engagement, as appropriate.</td>
<td>The materials and resources used are partially appropriate to the activities.</td>
<td>The materials and resources used are partially appropriate to the activities.</td>
</tr>
<tr>
<td>Suitable pacing of the lesson: neither dragged out nor rushed, with time for closure and student reflection.</td>
<td>The pacing of the lesson provides students the time needed to be intellectually engaged.</td>
<td>The pacing of the lesson mostly provides students the time needed to be intellectually engaged.</td>
<td>The pacing of the lesson is uneven—suitable in parts but rushed or dragging in others.</td>
<td>The pacing of the lesson is uneven—suitable in parts but rushed or dragging in others.</td>
</tr>
</tbody>
</table>

### RATING: COMMENTS:

### 3d: Using Assessment in Instruction

<table>
<thead>
<tr>
<th>Indicators include:</th>
<th>Distinguished (4)</th>
<th>Proficient (3)</th>
<th>Basic (2)</th>
<th>Unsatisfactory (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The teacher candidate paying close attention to evidence of student understanding.</td>
<td>The teacher candidate makes the standards of high-quality work clear to students.</td>
<td>The teacher candidate makes the standards of high-quality work mostly clear to students.</td>
<td>There is little evidence that the students understand how their work will be evaluated.</td>
<td>The teacher candidate makes no effort to determine whether students understand the lesson.</td>
</tr>
<tr>
<td>The teacher candidate posing specifically created questions to elicit evidence of student understanding.</td>
<td>The teacher candidate consistently elicits evidence of student understanding.</td>
<td>The teacher candidate monitors understanding through a single method, or without eliciting evidence of understanding from students.</td>
<td>Students receive no feedback, or feedback is global or directed to only one student.</td>
<td>The teacher candidate makes no effort to determine whether students understand the lesson.</td>
</tr>
<tr>
<td>The teacher candidate circulating to monitor student learning and to offer feedback.</td>
<td>Students are encouraged to assess their own work and make improvements; most of them do so.</td>
<td>Students are invited to assess their own work and make improvements; half or less of them do so.</td>
<td>Feedback to students is vague and not oriented toward future improvement of work.</td>
<td>Students receive no feedback, or feedback is global or directed to only one student.</td>
</tr>
<tr>
<td>Students assessing their own work against established criteria.</td>
<td>Feedback includes specific and timely guidance, at least for groups of students.</td>
<td>The teacher candidate makes only minor attempts to engage students in self- or peer assessment.</td>
<td>The teacher candidate does not ask students to evaluate their own or classmates’ work.</td>
<td></td>
</tr>
</tbody>
</table>

### RATING: COMMENTS:

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69
3e: Demonstrating Flexibility and Responsiveness

<table>
<thead>
<tr>
<th>DOMAINS</th>
<th>INDICATORS</th>
<th>DISTINGUISHED (4)</th>
<th>PROFICIENT (3)</th>
<th>BASIC (2)</th>
<th>UNSATISFACTORY (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4a: Reflecting on Teaching</td>
<td>Incorporation of students’ interests and daily events into a lesson</td>
<td>• The teacher candidate purposefully incorporates students’ interests and questions into the heart of the lesson.</td>
<td>• The teacher candidate accurately assesses the effectiveness of instructional activities used, providing evidence for their rationale.</td>
<td>• The teacher candidate has a strong sense of the effectiveness of instructional activities used.</td>
<td>• The teacher candidate ignores indications of student boredom or lack of understanding.</td>
</tr>
<tr>
<td></td>
<td>Frequent teacher candidate interactions</td>
<td>• The teacher candidate regularly communicates with the cooperating teacher about students’ progress.</td>
<td>• The teacher candidate has a general sense of whether or not instructional practices were effective.</td>
<td>• The teacher candidate occasionally discusses information about the instructional program with the cooperating teacher.</td>
<td>• The teacher candidate occasionally discusses information about the instructional program with the cooperating teacher.</td>
</tr>
<tr>
<td></td>
<td>Evidence of student understanding (or lack of it)</td>
<td>• When improvising becomes necessary, the teacher candidate makes adjustments to the lesson, explaining to students how it brings them closer to their instructional goals.</td>
<td>• The teacher candidate offers evidence for their rationale.</td>
<td>• The teacher candidate offers general modifications for future instruction.</td>
<td>• The teacher candidate makes no attempt to adjust the lesson in response to student confusion.</td>
</tr>
</tbody>
</table>

DOMAIN FOUR: PROFESSIONAL RESPONSIBILITIES

4b: Professional Responsibilities

<table>
<thead>
<tr>
<th>INDICATORS</th>
<th>DISTINGUISHED (4)</th>
<th>PROFICIENT (3)</th>
<th>BASIC (2)</th>
<th>UNSATISFACTORY (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routines and systems that track student progress</td>
<td>• The teacher candidate’s process for recording completion of student work is efficient and effective; students consistently have access to information about completed and/or missed assignments.</td>
<td>• The teacher candidate has a process for recording completion of student work that is both efficient and effective.</td>
<td>• The teacher candidate has a process for recording completion of student work that is mainly efficient and effective; students usually have access to information about completed and/or missed assignments.</td>
<td>• There is no system for either instructional or noninstructional records.</td>
</tr>
<tr>
<td>Systems of information regarding instructional activities</td>
<td>• The teacher candidate has an efficient and effective process for recording student attainment of learning goals; students are able to see how they're progressing.</td>
<td>• The teacher candidate’s process for recording noninstructional information is both efficient and effective.</td>
<td>• The teacher candidate has a process for recording student attainment of learning goals that is not completely effective; students are usually able to see how they’re progressing.</td>
<td>• There is no system for either instructional or noninstructional records.</td>
</tr>
<tr>
<td>Processes of maintaining accurate noninstructional records</td>
<td>• The teacher candidate’s process for recording noninstructional information is both efficient and effective.</td>
<td>• The teacher candidate’s process for recording noninstructional information is mainly efficient and effective.</td>
<td>• The teacher candidate’s process for recording noninstructional information is partially successful.</td>
<td>• Record-keeping systems are in disarray and provide incorrect or confusing information.</td>
</tr>
</tbody>
</table>

4c: Communicating with Cooperating Teacher

<table>
<thead>
<tr>
<th>INDICATORS</th>
<th>DISTINGUISHED (4)</th>
<th>PROFICIENT (3)</th>
<th>BASIC (2)</th>
<th>UNSATISFACTORY (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequent and appropriate communication</td>
<td>• The teacher candidate regularly communicates with the cooperating teacher.</td>
<td>• The teacher candidate occasionally discusses information about the instructional program with the cooperating teacher.</td>
<td>• The teacher candidate occasionally discusses information about the instructional program with the cooperating teacher.</td>
<td>• Little or no information is discussed about the instructional program with the cooperating teacher.</td>
</tr>
<tr>
<td>existence discussed with cooperating teacher</td>
<td>• The teacher candidate communicates with the cooperating teacher about student progress.</td>
<td>• The teacher candidate frequently discusses information with the cooperating teacher.</td>
<td>• The teacher candidate occasionally communicates with the cooperating teacher about students’ progress.</td>
<td>• The cooperating teacher is rarely or never consulted about students’ progress.</td>
</tr>
<tr>
<td>about instructional program and student progress</td>
<td>• The teacher candidate seeks regular opportunities for continued professional development.</td>
<td>• The teacher candidate participates in organizations designed to contribute to the profession.</td>
<td>• The teacher candidate seeks opportunities for continued professional development.</td>
<td>• The teacher candidate is not involved in activities that might enhance knowledge or skill.</td>
</tr>
<tr>
<td>Two-way communication between the teacher candidate and the cooperating teacher</td>
<td>• The teacher candidate seeks regular opportunities for continued professional development.</td>
<td>• The teacher candidate participates in organizations designed to contribute to the profession.</td>
<td>• The teacher candidate partakes in professional activities when they are required or provided by the district.</td>
<td>• The teacher candidate is not involved in activities that might enhance knowledge or skill.</td>
</tr>
</tbody>
</table>

4d: Growing and Developing Professionally

<table>
<thead>
<tr>
<th>INDICATORS</th>
<th>DISTINGUISHED (4)</th>
<th>PROFICIENT (3)</th>
<th>BASIC (2)</th>
<th>UNSATISFACTORY (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Involvement in professional activities</td>
<td>• The teacher candidate participates in professional activities when they are required or provided by the district.</td>
<td>• The teacher candidate partakes in organizations designed to contribute to the profession.</td>
<td>• The teacher candidate participates in professional activities when they are required or provided by the district.</td>
<td>• The teacher candidate is not involved in activities that might enhance knowledge or skill.</td>
</tr>
<tr>
<td>Opportunities for continued professional development</td>
<td>• The teacher candidate or may not permit students to participate in professional activities when the students have difficulty learning, it is their fault.</td>
<td>• The teacher candidate makes adjustments to the lesson based on evidence for their rationale.</td>
<td>• The teacher candidate makes adjustments to the lesson based on evidence for their rationale.</td>
<td>• The teacher candidate makes adjustments to the lesson based on evidence for their rationale.</td>
</tr>
<tr>
<td></td>
<td>• The teacher candidate makes adjustments to the lesson based on evidence for their rationale.</td>
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</tr>
</tbody>
</table>

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# FORM 104: EDUCATEAlabama
Evaluation of Intern During Internship

Intern: ___________________________  Evaluator: ___________________________
School: ___________________________  Date: _________________________________

<table>
<thead>
<tr>
<th>Indicator Rating</th>
<th>Mean for Category</th>
</tr>
</thead>
</table>

## Standard 1: Content Knowledge

1.1 Demonstrates deep knowledge of subject-matter content and ability to organize related facts/concepts/skills.
1.2 Activates learners' prior knowledge, experience, and interests and uses this information.
1.3 Connects curriculum to other content areas and real-life settings to promote retention and relevance.
1.4 Designs instructional activities based on state content standards.
1.5 Instructional accommodations, modifications, and adaptations meet the needs of each individual learner.

## Standard 2: Teaching and Learning Environment

### Standard 2a: Organization and Management of the Learning

2a.1 Classroom organization/management built upon expectations and research-based strategies for positive behavior.
2a.2 Creates a climate that promotes fairness and respect.
2a.3 Creates a safe, *orderly* and *stimulating* learning environment that engages and motivates learners.

### Standard 2b: Using Instructional Strategies to Engage Learners

2b.1 Develops challenging, standards-based academic goals for each learner.
2b.2 Engages learners in developing and monitoring goals for their own learning and behavior.
2b.3 Designs coherent lessons that integrate a variety of appropriate and effective instructional strategies.
2b.4 Creates learning activities that optimize each individual’s growth and achievement within a supportive environment.

### Standard 2c: Assessment of Learning

2c.1 Uses formative assessments to provide specific and timely feedback and to adjust instruction.
2c.2 Uses summative assessments to measure learner attainment of specified learning targets.
2c.3 Maintains evidence and records of learning performance to communicate progress.
2c.4 Analyzes/Uses disaggregated assessment data to inform planning for individual learners and classes.

## Standard 3: Literacy

### Standard 3a: Oral and Written Communication

3a.1 Demonstrates standard oral and written communications and uses appropriate communication strategies.
3a.2 Fosters/responds to verbal/nonverbal communications during instruction; uses assistive technologies as appropriate.

### Standard 3b: Development of Reading Skills and Accessing K-12 Literacy Resources

3b.1 Instructional strategies appropriate to learners/content area to improve learners’ skills in fluency/vocabulary/comprehension.
3b.2 Integrates narrative/expository reading strategies across the curriculum.

### Standard 3c: Development and Application of Mathematical Knowledge and Skills Across Content Areas

3c.1 Teaches problem solving that requires mathematical skills within and across subject areas.
3c.2 Communicates mathematical concepts, processes, and symbols within the content taught.

Standard 3d: Utilizes Technology
3d.1 Identifies and integrates available emerging technology into the teaching of all content areas.
3d.2 Facilitates learners’ individual and collaborative use of technology and evaluates their technological proficiency.

Standard 4: Diversity

Standard 4a. Cultural, Ethnic, and Social Diversity
4a.1 Develops culturally responsive curriculum and instruction in response to differences in individuals.
4a.2 Communicates in ways that demonstrate sensitivity to diversity and individual differences.
4a.3 Demonstrates and applies an understanding of how cultural biases can affect teaching and learning.

Standard 4b. Language Diversity
4b.1 Enables learners to accelerate language acquisition by utilizing their native language and background.
4b.2 Guides second language acquisition and utilizes English Language Development strategies to support learning.
4b.3 Differentiates between learner difficulties related to cognitive/skill development and those related to language learning.

Standard 4c: Special Needs
4c.1 Recognizes characteristics of exceptionality in learning; appropriate interventions.
4c.2 Develops and maintains inclusive learning environments that address the needs of exceptional learners.

Standard 4d: Learning Styles
4d.1 Helps students assess their own learning styles and build upon identified strengths.
4d.2 Designs learning experiences that engage learning styles and multiple intelligences.

Standard 5: Professionalism
5.1 Collaborates with stakeholders to facilitate student learning and well-being.
5.2 Engages in ongoing professional learning to move practice forward.
5.3 Participates as a professional learning community member in advancing school improvement initiatives.
5.4 Promotes professional ethics and integrity.
5.5 Complies with local, state, and federal regulations and policies.

<table>
<thead>
<tr>
<th>Overall Numerical Rating:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4.00 - 3.40</td>
</tr>
<tr>
<td>B = 3.39 - 2.70</td>
</tr>
<tr>
<td>C = 2.69 - 2.00</td>
</tr>
<tr>
<td>D = 1.99 - 1.30</td>
</tr>
</tbody>
</table>

GRADE:

Please provide comments of the intern's overall performance and abilities.

Areas of strength:

Areas for professional development:

Required Signatures:

Intern: Date:  
University Supervisor: Date:  
Cooperating Teacher: Date:

The signature of the intern does not indicate agreement or disagreement with the evaluation, only that the intern has seen it.
## FORM 105 – INTERN SUMMARY REPORT OF HOURS

**Intern:** ________________________________________________

### Assignment 1: Clock Hours Accumulated by the Intern

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observing</td>
<td></td>
</tr>
<tr>
<td>Participating</td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td></td>
</tr>
<tr>
<td>Conferencing</td>
<td></td>
</tr>
<tr>
<td>School-Related Activities</td>
<td></td>
</tr>
</tbody>
</table>

Total Clock Hours: ____________________________________________

Hours Absent From Internship Assignment: ________________________

### School: ________________________ Grade and Subject: ____________

**Cooperating Teacher:** ______________________________________

signature

### School-Related Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td></td>
</tr>
<tr>
<td>Conferencing</td>
<td></td>
</tr>
<tr>
<td>School-Related Activities</td>
<td></td>
</tr>
</tbody>
</table>

Total Clock Hours: ____________________________________________

Hours Absent From Internship Assignment: ________________________

### School: ________________________ Grade and Subject: ____________

**Cooperating Teacher:** ______________________________________

signature

### Signatures:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSITY SUPERVISOR</td>
<td>DATE</td>
<td>INTERN</td>
</tr>
</tbody>
</table>

---

COLLEGE OF EDUCATION, THE UNIVERSITY OF ALABAMA IN HUNTSVILLE, 2018

73
FORM 106 - INTERN EVALUATION OF COOPERATING TEACHER

Semester/Year ________________________________ 1st Assignment ____  2nd Assignment ____

Intern ___________________________ Major ___________________________

Cooperating Teacher ________________________ School _____________________________

Please rate your cooperating teacher on each of the following items. Use the following rating scale:

<table>
<thead>
<tr>
<th></th>
<th>4 – Always</th>
<th>3 – Usually</th>
<th>2 – Seldom</th>
<th>1 – Never</th>
</tr>
</thead>
</table>

**Preparation:**
1. Provided me with pertinent information about the school, including the school/district handbook.
   - Rating: 4 3 2 1

2. Acquainted me with the policies and practices of the school such as grading, record keeping, testing and reporting, supplies and equipment, safety and use of school facilities.
   - Rating: 4 3 2 1

3. Made arrangements for me to meet other school personnel such as principal, guidance counselors, media specialist, special education, and other resource teachers.
   - Rating: 4 3 2 1

**Planning and Teaching:**
1. Had realistic expectations and openly communicated them to me.
   - Rating: 4 3 2 1

2. Reviewed my lesson and unit plans and provided constructive feedback both before and after implementation.
   - Rating: 4 3 2 1

3. Provided for a gradual increase in my teaching responsibilities.
   - Rating: 4 3 2 1

4. Encouraged me to develop my own teaching style and to develop creative, engaging lessons/units.
   - Rating: 4 3 2 1

5. Modeled a variety of teaching and assessment strategies for me to observe.
   - Rating: 4 3 2 1

6. Shared resources and ideas with me.
   - Rating: 4 3 2 1

**Observations and Conferencing:**
1. Observed me consistently throughout my assignment.
   - Rating: 4 3 2 1

2. Set aside time regularly to talk with me about my teaching.
   - Rating: 4 3 2 1

3. Provided me with specific and constructive feedback.
   - Rating: 4 3 2 1

4. Encouraged me to explore my own ideas during our conferencing.
   - Rating: 4 3 2 1

5. Communicated openly with my university supervisor.
   - Rating: 4 3 2 1

**Classroom Management and Discipline:**
1. Modeled a variety of strategies for managing the learning environment.
   - Rating: 4 3 2 1

2. Demonstrated appropriate, positive classroom management.
   - Rating: 4 3 2 1
3. Treated all students in a fair manner.  
   4 3 2 1

4. Encouraged me to develop my own ideas for managing the classroom and student behavior and supported me as I implemented them.  
   4 3 2 1

5. Gave me full support when I needed to take disciplinary action.  
   4 3 2 1

**Evaluation:**

1. Showed a genuine interest in my progress.  
   4 3 2 1

2. Collected sufficient information to adequately evaluate my performance and progress fairly and objectively.  
   4 3 2 1

3. Pointed out strengths (things I did well), identified specific areas that needed to be addressed, and outlined clear expectations for improvement of my instruction.  
   4 3 2 1

4. Completed and submitted required documentation in a timely manner.  
   4 3 2 1

**Professionalism:**

1. Showed respect for me as a student teacher.  
   4 3 2 1

2. Spent extra time with me as needed.  
   4 3 2 1

3. Acted professionally at all times towards me, colleagues, and other stakeholders.  
   4 3 2 1

4. Communicated effectively with me.  
   4 3 2 1

5. Included me in professional meetings, student-teacher-parent conferences and faculty meetings.  
   4 3 2 1

What were your cooperating teacher’s strengths?

How could your cooperating teacher improve?

Would you recommend your cooperating teacher to future teacher interns? Yes_____No_____

Why or why not?

Additional Comments:
FORM 107 - INTERN EVALUATION OF UNIVERSITY SUPERVISOR

Name of University Supervisor_________________________ Internship Semester/Year________

Please rate your university supervisor on each of the following items, using the following scale.

4 - Exceptional
3 – Proficient
2 - Minimal
1 - Unacceptable

A. OBSERVATIONS
1. Schedule observations that were timely, systematic, and consistent in order to provide continuing, specific feedback and evaluation.  4 3 2 1
2. Complete five formal written evaluations for the intern.  4 3 2 1
3. Observed intern in a variety of settings (classes, subjects, grades)  4 3 2 1
4. Scheduled a follow-up conference following formal observations.  4 3 2 1

B. COMMUNICATION OF FEEDBACK
1. Provided the intern with both written and oral feedback based on observation of specific lessons or activities.  4 3 2 1
2. Gave intern constructive feedback and specific suggestions for improving lessons planned and taught.  4 3 2 1
3. Provided feedback that included specific praise for intern’s successes.  4 3 2 1
4. Communicated feedback to intern and cooperating teacher  4 3 2 1
5. Informed intern of less-than satisfactory teaching performance before midterm and identified guidelines for improvement.  4 3 2 1

C. ASSESSMENT AND EVALUATION
1. Provided for ongoing assessment, making sure the intern knew exactly where he/she stood in relation to strengths and weaknesses at every stage of the program.  4 3 2 1
2. Provided fair and objective assessment, based on specific lessons observed.  4 3 2 1
3. Identified specific weaknesses early enough to allow for improvement during the internship.  4 3 2 1
4. Encouraged intern to engage in self-evaluation and reflection of lessons taught.  4 3 2 1
5. Valued the intern’s self-evaluation and reflection and used this alongside of supervisor’s assessment in providing reinforcement to the candidate.  4 3 2 1

6. Provided fair and objective final evaluation of intern’s knowledge, abilities, and dispositions  4 3 2 1

D. PERSONAL AND PROFESSIONAL SUPPORT

1. Was acquainted with school, policies, facilities, and personnel at the assigned school  4 3 2 1

2. Met with appropriate school administrators.  4 3 2 1

3. Respected the integrity of the cooperating teacher and intern.  4 3 2 1

4. Accepted intern as a student and as a professional.  4 3 2 1

5. Supported intern’s efforts in developing professional attitudes and relationships.  4 3 2 1

6. Encouraged and supported the intern in developing his/her own teaching style.  4 3 2 1

7. Provided a timely response to professional concerns or problems, including inadequate performance and inappropriate behavior by intern.  4 3 2 1

E. OTHER CONSIDERATIONS

1. Informed Coordinator of Field and Clinical Experiences of concerns about placement, performance, or progress of teacher candidates.  4 3 2 1

2. Consulted with Coordinator of Field and Clinical Experiences if withdrawal or reassignment is necessary.  4 3 2 1

4. Completed all required evaluations and exit forms at the end of semester.  4 3 2 1

5. Collected all documentation on intern from the cooperating teacher and intern and submitted them to the Coordinator of Field and Clinical Experiences.  4 3 2 1

6. Served as chairperson for the intern’s portfolio exit committee.  4 3 2 1

COMMENTS:

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________
FORM 109 – RELEASE AND INDEMNIFICATION FORM (Permission to use or post work)

1. _____ I hereby affirm that I am age 19, or older, and that, either on my own or as a part of a group project for an assignment in the College of Education at the University of Alabama in Huntsville (UAH), I created the course document(s) listed in paragraph 2, below, in front of which I have placed my initials, as well as any additional documents listed.

   _____ Intern Portfolio
   _____ Student Work Samples

   Additional Document(s) __________________________________________________________
   (Fill in additional documents in the space above. If there are none, write “None.”)

2. _____ I hereby authorize the UAH College of Education to use, for so long as it may wish to do so, the above-listed document(s) (or my portion of them) in its course materials (in whatever form published) and/or Web sites for any classes the COE is currently offering or will offer in the future. I understand that such Web sites may be freely accessible by anyone with Internet access.

3. _____ Further, I authorize the Department to edit the above listed document(s) (or my portion of them) as it may deem appropriate if the documents are published as a part of course materials (in whatever form published) or published on any Web site.

4. _____ I hereby represent and warrant that (a) I created the documents set out in paragraphs 2, above; (b) that to the best of my knowledge these documents (or my contribution to any jointly produced document) do not violate the copyright of text, photographs, graphic elements, audio, video, or other intellectual property interests of any party; and (c) that I have the authority to grant this authorization.

5. _____ I further hereby release absolutely, forever discharge, and covenant not to sue The Board of Trustees of the University of Alabama and its officers, employees, and agents of the said Board and/or any of its constituent institutions from and concerning all liability, losses, claims, demands, actions, debts, and expenses of every name and nature for any damages arising out of the use of the above-listed documents whether such use is in course materials or incident to the electronic archival, storage, and publication on the Internet of those documents.

6. _____ Finally, I understand that I will receive no payment of any kind in exchange for the use of my document(s).

   ____________________________
   Print Name ____________________________
   ____________________________
   (Date) ____________________________
   Address ____________________________
   ____________________________
   (Phone Number) ____________________________
   ____________________________
   Signature ____________________________

Please initial one of the following:

   _____ I would like for my real name (as it is printed above) to appear on the published version of the document(s).

   _____ I do not want my real name to appear in the published document and request that a fictitious name to be used.

COLLEGE OF EDUCATION, THE UNIVERSITY OF ALABAMA IN HUNTSVILLE, 2018
**FORM 111: RUBRIC FOR EVALUATING IMPACT ON STUDENT LEARNING ASSIGNMENT**

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Distinguished (4)</th>
<th>Proficient (3-2)</th>
<th>Basic (1-0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description &amp; Rationale of Unit (2 pts.)</td>
<td>The rationale describes the unit plan and provides a pacing guide with standards and assessments.</td>
<td>The rationale does not describe in the unit plan and does provide a pacing guide with standards and assessments.</td>
<td></td>
</tr>
<tr>
<td>Analysis of student performance and patterns of learning for Pre-Assessment (2 pts.)</td>
<td>Analysis focuses on both quantitative (percent, mode/median/mean, pass/fail rates) and qualitative data (3 focus student work samples). The patterns of learning are used to plan lessons to support the whole class AND individuals.</td>
<td>Analysis is more focused on quantitative data (percent, mode/median/mean, pass/fail rates). The patterns of learning are used to plan lessons to support the whole class OR individuals.</td>
<td></td>
</tr>
<tr>
<td>Planning &amp; Preparation: 10 Day Lesson Plans with Formative Assessments (4 pts.)</td>
<td>The lesson plan standards, objectives, instructional strategies, engaging activities and assessments are clearly aligned to support specific student needs. (Individual AND Groups)</td>
<td>The lesson plan standards, objectives, instructional strategies, engaging activities and assessments are clearly aligned to support specific student needs. (Individual OR Groups)</td>
<td>The lesson plan standards, objectives, instructional strategies, engaging activities and assessments are NOT clearly aligned to support specific student needs.</td>
</tr>
<tr>
<td>Student Data Graphic for Post-Assessment (4 pts.)</td>
<td>The graphic represents the data accurately, is labeled/titled, and well organized. The analysis of the data is in the reflection to support a claim about student learning.</td>
<td>The graphic represents the data accurately, is labeled/titled, and well organized. The graphic is referenced in the reflection to support a claim about student learning.</td>
<td>The graphic is missing some key components to make its use effective (i.e. missing labels/title, incomplete data, etc.).</td>
</tr>
<tr>
<td>Student Samples and Candidate Feedback (4 pts.)</td>
<td>The 3 focus students’ assessment samples are submitted and are labeled Student A, Student B, etc. Candidate feedback is provided on student work with use of the evaluation criteria and described in detail in the reflection.</td>
<td>The 3 focus students’ assessment samples are submitted and are labeled Student A, Student B, etc. Candidate feedback is provided on student work with use of the evaluation criteria.</td>
<td>The 3 focus students’ assessment samples are submitted and are labeled Student A, Student B, etc. Candidate feedback is superficial with no use of the evaluation criteria.</td>
</tr>
<tr>
<td>Analysis of Teaching: Analysis of Student Learning (4 pts.)</td>
<td>There is a strong review of data of the lesson &amp; assessment results as related to instructional objectives and standards to the whole class AND targeted student.</td>
<td>There is a review of data of lesson &amp; assessment results as related to instructional objectives and standards to the whole class OR targeted student.</td>
<td>There is a NO review of data of lesson &amp; assessment results as related to instructional objectives and standards.</td>
</tr>
</tbody>
</table>
FORM 112: PROFESSIONAL DEVELOPMENT PLAN

Intern: ___________________________  ID: ___________________________
Undergraduate: ____  Graduate:____  Certification: K-6  6-12  P-12
Major: ___________________________  Advisor: ___________________________
School: __________________________  Grade/Subject: _______________________

Areas of Concern: __________________________

Professional Development Plan: deficiencies in the following areas of performance were noted by the University Supervisor and the Cooperating Teacher. Specific objectives and timelines designed to allow for growth and improvement in these areas must be observed and documented in order for the intern to continue with his/her internship.

<table>
<thead>
<tr>
<th>Objective/Responsibility</th>
<th>Desired Outcome</th>
<th>Responsible for Review</th>
<th>Frequency of Review/Checkpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Intern: I plan to take the following actions. I understand that one copy of this plan will be placed in my file and a copy will be given to me. I understand that my university supervisor will make announced and unannounced visits to assess my progress in the desired outcomes as outlined in the Professional Development Plan. I understand that my cooperating teacher will continue to use the evaluation tools as outlined in the Internship Handbook. I understand that my continuation in this internship placement rests on my showing growth and improvement in the areas outlined by the Professional Development Plan. I understand that if I fail to meet the outcomes at the designated checkpoints, I may be removed from my placement and/or dismissed from this internship.

Date for Progress Review: ___________________________

Signature: ________________________  Date: ____________
University Supervisor

Signature: ________________________  Date: ____________
Cooperating Teacher

Signature: ________________________  Date: ____________
Intern

COLLEGE OF EDUCATION, THE UNIVERSITY OF ALABAMA IN HUNTSVILLE, 2018
TO: _____________________________________________________

Name of University Official and Department

I hereby authorize you to consult my education records at The University of Alabama in Huntsville and further authorize you to reveal such information (including, but not limited to, personally identifiable information) from those records as you may consider appropriate for the purpose of preparing and providing a written and/or an oral reference on my behalf to:

_____________________________________________________________________________
_____________________________________________________________________________

I have initialed in the appropriate space below regarding the purpose for which this letter of recommendation is requested:

Printed Name: ______________________________________________

Signature: ________________________________________________

Date: __________________________

FERPA FORM 9

OOC 12/01/06
Alabama Educator Code of Ethics

Introduction
The primary goal of every educator in the state of Alabama must, at all times, be to provide an environment in which all students can learn. In order to accomplish that goal, educators must value the worth and dignity of every person, must have a devotion to excellence in all matters, must actively support the pursuit of knowledge, and must fully participate in the nurturance of a democratic citizenry. To do so requires an adherence to a high ethical standard. The Alabama Educator Code of Ethics defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct. The code protects the health, safety and general welfare of students and educators; outlines objective standards of conduct for professional educators; and clearly defines actions of an unethical nature for which disciplinary sanctions are justified.

Code of Ethics Standards

Standard 1: Professional Conduct
An educator should demonstrate conduct that follows generally recognized professional standards.

- Ethical conduct includes, but is not limited to, the following:
- Encouraging and supporting colleagues in the development and maintenance of high standards.
- Respecting fellow educators and participating in the development of a professional and supportive teaching environment.
- Engaging in a variety of individual and collaborative learning experiences essential to developing professionally in order to promote student learning.

Unethical conduct is any conduct that impairs the certificate holder’s ability to function in his or her employment position or a pattern of behavior that is detrimental to the health, welfare, discipline, or morals of students. Unethical conduct includes, but is not limited to, the following:

- Harassment of colleagues.
- Misuse or mismanagement of tests or test materials.
- Inappropriate language on school grounds.
- Physical altercations.
- Failure to provide appropriate supervision of students.

Standard 2: Trustworthiness
An educator should exemplify honesty and integrity in the course of professional practice. Ethical conduct includes, but is not limited to, the following:

- Properly representing facts concerning an educational matter in direct or indirect public expression.
- Advocating for fair and equitable opportunities for all children.
- Embodying for students the characteristics of intellectual honesty, diplomacy, tact, and fairness.
Unethical conduct includes, but is not limited to, the following:
- Falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications, criminal record, or employment history when applying for employment or certification.
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted to federal, state, and/or other governmental agencies.
- Falsifying, misrepresenting, omitting, or erroneously reporting information regarding the evaluation of students and/or personnel.
- Falsifying, misrepresenting, omitting, or erroneously reporting reasons for absences or leaves.
- Falsifying, misrepresenting, omitting, or erroneously reporting information submitted in the course of an official inquiry or investigation.

**Standard 3: Unlawful Acts**
An educator should abide by federal, state, and local laws and statutes. Unethical conduct includes, but is not limited to, the commission or conviction of a felony or of any crime involving moral turpitude. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought or a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

**Standard 4: Teacher/Student Relationship**
An educator should always maintain a professional relationship with all students, both in and outside the classroom. Ethical conduct includes, but is not limited to, the following:
- Fulfilling the roles of trusted confidante, mentor, and advocate for students’ growth.
- Nurturing the intellectual, physical, emotional, social, and civic potential of all students.
- Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement.
- Creating, supporting, and maintaining a challenging learning environment for all students.

Unethical conduct includes, but is not limited to, the following:
- Committing any act of child abuse, including physical or verbal abuse.
- Committing any act of cruelty to children or any act of child endangerment.
- Committing or soliciting any unlawful sexual

Engaging in harassing behavior on the basis of race, gender, national origin, religion, or disability.
- Soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student.
- Furnishing tobacco, alcohol, or illegal/ unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs.
**Standard 5: Alcohol, Drug and Tobacco Use or Possession**

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

Ethical conduct includes, but is not limited to, the following:
- Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.

Unethical conduct includes, but is not limited to, the following:
- Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs.
- Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages or using tobacco. A school-related activity includes, but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc., where students are involved.

**Standard 6: Public Funds and Property**

An educator entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility.

Ethical conduct includes, but is not limited to, the following:
- Maximizing the positive effect of school funds through judicious use of said funds.
- Modeling for students and colleagues the responsible use of public property.

Unethical conduct includes, but is not limited to, the following:
- Misusing public or school-related funds.
- Failing to account for funds collected from students or parents.
- Submitting fraudulent requests for reimbursement of expenses or for pay.
- Co-mingling public or school-related funds with personal funds or checking accounts.
- Using school property without the approval of the local board of education/governing body.

**Standard 7: Remunerative Conduct**

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

Ethical conduct includes, but is not limited to, the following:
- Insuring that institutional privileges are not used for personal gain.
- Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.
Unethical conduct includes, but is not limited to, the following:

- Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
- Accepting gifts from vendors or potential vendors for personal use or gain where there appears to be a conflict of interest.
- Tutoring students assigned to the educator for remuneration unless approved by the local board of education.

**Standard 8: Maintenance of Confidentiality**

An educator should comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

Ethical conduct includes, but is not limited to, the following:

- Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law.
- Maintaining diligently the security of standardized test supplies and resources.

Unethical conduct includes, but is not limited to, the following:

- Sharing confidential information concerning student academic and disciplinary records, health and medical information, family status/income, and assessment/testing results unless disclosure is required or permitted by law.
- Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school system or state directions for the use of tests or test items.
- Violating other confidentiality agreements required by state or local policy.

**Standard 9: Abandonment of Contract**

An educator should fulfill all of the terms and obligations detailed in the contract with the local board of education or educational agency for the duration of the contract.

Unethical conduct includes, but is not limited to, the following:

- Abandoning the contract for professional services without prior release from the contract by the employer.
- Refusing to perform services required by the contract.
Code of Ethics of the Education Profession

Adopted at the NEA Representative Assembly. July 1975

Preamble

The National Education Association believes that the education profession consists of one education workforce serving the needs of all students and that the term ‘educator’ includes education support professionals.

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one’s colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

Principle I: Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:
1. Shall not unreasonably restrain the student from independent action in pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student’s progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
   a) Exclude any student from participation in any program.
   b) Deny benefits to any student.
   c) Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling purpose or is required by law.

**Principle II - Commitment to the Profession**

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:
1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misinterpret his or her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attributes.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions.

*Adopted by the NEA 1975 Representative Assembly*