

Schedule Samples for the Elementary Internship

| <u>Week of Placement</u> | <u>Sample #1</u> Gradual assumption of responsibilities building up to full time | <u>Sample #2</u> Full time weeks interspersed over semester |
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| Week 1 & 2 | Teacher intern should spend the majority of the time observing and assisting the mentor teacher and students. Interns feeling ready may begin to lead a routine activity or procedure. (e.g. Read aloud, spelling, etc.) | Teacher intern should spend the majority of the time observing and assisting the mentor teacher and students. Interns feeling ready may begin to lead a routine activity or procedure. (e.g. Read aloud, spelling, etc.) |
| Week 3 | In addition to observing and assisting, the teacher intern also begins to co-plan and co-teach something each day. | In addition to observing and assisting, the teacher intern also begins to co-plan and co-teach something each day. |
| Week 4 | The intern is usually ready to take the lead in one subject area and begin a more active role in a second. | The intern begins to assume the lead role in at least one subject area. Add'l routines/procedures become the responsibility of the teacher intern. |
| Week 5 - 7 | The intern gradually takes on add'l lead responsibilities. Pacing should be responsive to involved parties. *It is suggested that the teacher intern assume all teacher responsibilities for one full day in the classroom prior to the mid-point. This often helps the intern identify areas needing further observation before being ready for full time teaching. | The intern gradually takes on add'l lead responsibilities. Pacing should be responsive to involved parties. *It is suggested that the teacher intern assume all teacher responsibilities for one full day in the classroom prior to the mid-point. This often helps the intern identify areas needing further observation before being ready for full time teaching. |
| Week 8 & 9 | The teacher interns is responsible for most teaching. He/she may find it helpful to make some final observations of the mentor teacher in areas of challenge. If a co-teaching model is preferred, the teacher intern would be responsible to lead in most of the planning and instruction by this time. | The teacher intern assumes lead responsibilities for all subject areas for one week – either 8 or 9. If a co-teaching model is preferred, the teacher intern would be responsible to lead in all of the planning and instruction for the full time week. |
| Week 10 – 12 | The teacher intern assumes full planning and teaching responsibilities for a minimum of two weeks. These weeks need not be a Monday – Friday. Again, a co-teaching model is acceptable even during these weeks. | The teacher intern reduces responsibilities in some areas allowing him/her to make add'l observations and return to co-planning in areas of difficulty during the first week of full time. When ready, the teacher intern resumes full time responsibilities for a second full week. |
| Week 13 - 14 | The mentor teacher resumes lead roles in major content areas. The teacher intern significantly reduces instructional responsibilities, resumes an assistant role and makes observations in other classrooms. | The mentor teacher resumes lead roles in major content areas. The teacher intern significantly reduces instructional responsibilities, resumes an assistant role and makes observations in other classrooms. |

Elementary Schedule Sample #3: The intern gradually assumes responsibility for a content area, leads this content and then gives it back for more critical observation. This routine continues for all major content areas and then intern assumes full responsibility.

| Week of Placement | Work of the Intern |
|--------------------------|---|
| Week #1 | Teacher intern observes & assists Mentor Teacher |
| Week #2 | Observes & assists. Intern takes on routine. Co-teach content area #1 |
| Week #3 | Observes & assists Continues routines. Takes lead in content area #1 Co-teach content area #2 |
| Week #4 | Observes & assists Continues routines. Takes lead in content area #1 Co-teach content area #2 |
| Week #5 | Observes & assists Continues routines. Takes lead in content area #1 Takes lead in content area #2 |
| Week #6 | Observes & assists Continues routines. Gives back content area #1 for more critical observation. Takes lead in content area #2. Co-teach content area #3. |
| Week #7 | Observes & assists Continues routines. Gives back content area #1 for more critical observation. Takes lead in content area #2. Co-teach content area #3. |
| Weeks #8 - 14 | Intern continues in this pattern: co-teaching, leading for a few weeks & then taking on new content while giving something back. This pattern should continue until intern has taken leadership in all content areas. Intern should then assume responsibility for all content areas for a minimum of two full weeks. |