

INTERN/MENTOR TEACHER TRANSITION PLAN for Internship I Fall, 2024-Fort Mill-Lancaster-Rock Hill

(This is ONLY a model to help organize internship. This is not a requirement)

WEEK OF:	Subject/ Class 1	Subject/ Class 2	Subject/ Class 3	Subject/ Class 4	Subject 5/Class	Other	INTERN RESPONSIBILITIES
Aug 1							<ul style="list-style-type: none"> Begin Internship in host school on August 1st– attend professional development/faculty sessions – get acquainted with faculty/staff, work with the mentor on classroom set-up and assist with any class preparations Co-plan for first days of school
Aug 5	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> First day of school – Aug 8th (Lancaster Aug. 15th) Get acquainted with students in the class(es) Begin assisting with mentor duties Required Seminar – “A Look into Internship I” - Monday, August 5 from 4:00-6:00in the Student Activity Center (next to Withers) then Plowden Auditorium.
Aug 12	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	MI	<ul style="list-style-type: none"> Continue getting to know students and assisting mentor with duties and responsibilities Continue observing, co-planning and co-teaching small segments of lessons with mentor throughout the week Work with individual students/small groups of students
Aug 19	IO/MI	IO/MI	IO/MI	IO/MI	MI	MI	<ul style="list-style-type: none"> <u>Aug 19</u> – Winthrop University classes begin at 5:00 PM. You are expected to attend your internship on August 19 for the full day, as you have been doing since August 1st. <u>Aug 20</u> – begin modified schedule in host school according to your program Begin co-teaching small segments of lessons with your mentor Continue assisting mentor with duties
Aug 26	IO/MI	IO/MI	IO/MI	MI	MI	MI	<ul style="list-style-type: none"> Continue assisting mentor with duties and responsibilities and <u>begin</u> taking responsibility for small instructional and non-instructional activities (morning routines, attendance, routine class starting activities, etc.) Co-teach at least <u>1 entire lesson</u> with mentor this week, in addition to co-teaching small segments of other subjects/classes (mentor is in the lead with planning and instruction)
Sept 2	IO/MI	IO/MI	IO/MI	MI	MI	MI	<ul style="list-style-type: none"> Take on more co-teaching portions of subjects/classes – (co-teach at least <u>2 entire lessons</u>, in addition to co-teaching small segments of other subjects/classes – (mentor is in the lead with planning and instruction) Continue assisting mentor with duties and responsibilities and <u>begin</u> taking responsibility for small instructional and non-instructional activities (morning routines, attendance, routine class starting activities, etc.)

IO/MI= Intern Observes and Co-Teaches Small Segments

MI= Intern and Mentor Co-teach with mentor taking lead role in planning

I = Intern takes lead for co-teaching and solo teaching experiences that include planning, instruction, assessment, and managing the environment

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Sept 9	IO/MI	IO/MI	MI	MI	MI	MI	<ul style="list-style-type: none"> • <u>Co-teach at least 3 entire lessons</u>, in addition to co-teaching small segments of other subjects/classes – (mentor is in the lead with planning and instruction) • Continue assisting mentor with duties and responsibilities and <u>continue</u> taking responsibility for small instructional and non-instructional activities (morning routines, attendance, routine class starting activities, etc.)
Sept 16	IO/MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> • Continue co-planning and co-teaching with mentor • Take over full responsibility for various routine activities (both instructional and non-instructional- morning exercises, attendance, routine class starting activities, etc.) • Mentor and Intern should mostly be co-teaching subjects/classes at this point, with the mentor in the lead
Sept 23	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> • Continue co-planning and co-teaching with mentor • Take over full responsibility for various routine activities (both instructional and non-instructional- morning exercises, attendance, routine class starting activities, etc.) • Thursday, Sept. 26– Friday, Oct. 4 – mid-term evaluation conferences (supervisor, mentor, intern participating)
Sept 30	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> • Continue co-planning and co-teaching with mentor and taking responsibility for routine non-instructional/instructional activities • Mid-term evaluation conferences continue through Oct. 4
Oct 7	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> • Continue co-planning and co-teaching all subjects/classes with mentor and taking responsibility for routine non-instructional/instructional activities
Oct 14	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> • <u>Begin planning to lead teach 1 lesson next week</u> using program lesson plan template required by supervisor and mentor teacher (<i>intern in the lead role of planning and instructing for this lesson but works with mentor for co-teaching opportunities</i>) - Intern takes responsibility for material preparation, as well as lesson planning
Oct 21	I	I	I	MI	MI	MI	<ul style="list-style-type: none"> • <u>Teach 1 lesson using program lesson plan template</u> required by supervisor and mentor teacher (<i>intern in the lead role but works with the mentor for co-teaching opportunities</i>) This is 1 lesson for the week, NOT 1 lesson per day. • <u>Continue planning/co-planning to lead teach 2 lessons next week</u> (<i>intern in lead role of planning and instructing but works with mentor for co-teaching opportunities</i>) - Intern takes responsibility for material preparation, as well as lesson planning
Oct 28	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> • <u>Teach 2 lessons using program lesson plan template</u> required by supervisor and mentor teacher (<i>intern in the lead role but works with the mentor for co-teaching opportunities</i>) This is 2 lessons for the week, NOT 2 lessons per day.

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							<ul style="list-style-type: none"> • <u>Continue planning/co-planning to lead teach 3 lessons next week</u> (<i>intern in lead role of planning and instructing but works with mentor for co-teaching opportunities</i>) - Intern takes responsibility for material preparation, as well as lesson planning
Nov 4	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> • <u>Teach 3 lessons using program lesson plan template</u> required by supervisor and mentor teacher (<i>intern in the lead role but works with the mentor for co-teaching opportunities</i>) This is 3 lessons for the week, NOT 3 lessons per day. • <u>Continue planning for teaching/co-planning/co-teaching at least 2 lessons next week</u> using lesson plan template required by supervisor and mentor teacher - <i>Infusing technology required in lessons</i> • November 8 – Required Session – Panel Discussion: Tips from School Districts...Techniques for Successful Job Hunting and Interviewing – 3:15-4:30 (location TBA – date subject to change, based on HR Director schedules)
Nov 11	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> • <u>Teach 2 lessons using program lesson plan template</u> required by supervisor and mentor teacher and <u>continue planning for teaching/co-teaching at least 1 lesson next week</u> using lesson plan template required by supervisor and mentor teacher - <i>Infusing technology required in lessons</i>
Nov 18	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> • <u>Teach 1 lesson on program lesson plan template <i>infusing technology</i></u> into your lesson and continue to co-plan/co-teach for remainder of classes or subjects • <u>Continue co-teaching with mentor for all subjects/classes</u>
Nov 25	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> • <u>Teach 1 lesson on program lesson plan template <i>infusing technology</i></u> into your lesson and continue to co-plan/co-teach for remainder of classes or subjects • Final evaluation conferences – Monday, November 18 – Friday, November 22 • <u>Continue co-teaching with mentor for all subjects/classes</u>
Dec 2							<ul style="list-style-type: none"> • <u>Dec 3 – Study Day</u> (Interns do NOT have to report to host schools on Study Day or during exam week) • <u>Dec 4 -10 Final Exams</u>
Dec 9	MI/IO	MI/IO	MI/IO	MI/IO	MI/IO		<ul style="list-style-type: none"> • <u>Dec 11 – Required - “Intern II Boot Camp”- 8:00- 4:30</u> (information forthcoming – Make sure to check email communication regularly for updates) • <u>Dec 12 - Report to your host school all day, every day, until your school district releases teachers for winter break.</u>

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