

Suggestions for Assimilating Winthrop JUNIOR FACULTY Members

- ★ If several interns are assigned to the school, encourage the administrative team to conduct a **joint orientation**. The orientation (whether provided jointly or by individual mentor teachers) should include topics such as:
 - Student/school handbook
 - Rules and regulations of the school and district
 - Procedures of obtaining supplies, duplicating materials, and use of other media
 - Introductions to the administrative team, school support staff, special area teachers, counseling faculty, etc.
 - School calendar (parent/teacher meetings, workdays, conference days, school events, holidays, etc.)
 - School/district dress code and professional dress
 - Procedures for lock-downs, inclement weather, mandatory drills (fire, tornado, etc.)
 - Map of the school
 - Technical equipment use and interaction (Promethean Board, Smart Board, Chromebooks, etc.)

- ★ Provide a **personal space** for the intern within the classroom (desk, chair, computer/laptop).

- ★ Provide a basket of “**survival items**” for the intern’s work space (pens, pencils, paper clips, stapler, paper, sticky notes, highlighter, etc.) so they do not have to keep borrowing from the mentor!

- ★ Include the intern’s name on the mentor’s **mailbox** and **outside the classroom door**.

- ★ Assign the intern a school **email account** (or provide the intern email address to the school for inclusion non distribution lists) so he/she can be “in the know” concerning school events, announcements, etc.

- ★ If the school observes “**Spirit Days**,” provide the intern a school shirt (or the like) so he/she can observe the day as teachers do.

- ★ **Welcome and introduce** the intern as part of opening school events, parent newsletters, pictures, etc.

- ★ Provide the intern with resources (teacher’s guide, software, etc.) to allow for **co-teaching** opportunities.

- ★ Alert the intern to any student **medical concerns**, medical alerts and/or allergies.

- ★ Encourage the intern to introduce himself/herself to **parents** in an appropriate method of communication (e-mail, classroom newsletter, etc.).

- ★ **Involve** the intern with the students from the very first day!

- ★ Review **classroom management** with the intern, including any classroom movement throughout the building and how to manage students during drills, etc. Ask for their input whenever possible.

- ★ Work with the intern on reporting **student progress**, analysis of student data, and how assessment informs future instruction. Make sure **consistent, collaborative opportunities to plan, teach and reflect**.

- ★ **Communicate expectations** often as interns require guidance, support, and clarity.

- ★ Check e-mail often and be familiar with the **internship handbook**: *Developing Teachers as Educational Leaders: Responsibilities, Policies, and Practices for the Year-Long Internship*.
<http://www2.winthrop.edu/rex/rex/downloads.html>

- ★ Recognize the intern’s level of experience. He/she is not a full-fledged teacher yet and needs **scaffolding** of experiences. Interns may appear very confident, however, constant formative assessment and feedback (both oral and written) on performance is necessary for professional growth.