

Timeline for 2023 Internship

Dates	Expectations of Interns
Internship Start-up: June to August	<p>June:</p> <ul style="list-style-type: none"> Start up and contact information sent to host schools. Interns will send introductory emails to their mentor(s) and administrator(s). Interns are available to meet mentor(s) and administrator(s). <p>July/August:</p> <ul style="list-style-type: none"> Mentor(s) and intern may be in communication during the summer (optional). <p>August 28 - Sept. 1: Internship Preparation Week (<i>details to be finalized</i>)</p> <ul style="list-style-type: none"> Interns are available for all scheduled meetings (online or face-to-face) with field advisors as well as any arranged by mentor(s) and/or administrators. Additional preparation week tasks might include professional development workshops and/or classroom set-up assistance.
September	<p>September 5: Interns are full time at host schools.</p> <p>Phase-in:</p> <ul style="list-style-type: none"> Interns will work as a support teacher in the mentor teacher's class and in other places in the school. The focus will be on getting to know students and helping to develop the class community. Develop a Teaching Responsibility Summary: Teaching responsibilities and schedule co-constructed by the mentor, field advisor and intern. Interns will begin to document their own learning using the Reflection in Action document. On a regular basis, interns will update their Reflection in Action document with strengths, stretches, and general reflections that represent their emerging insights and understandings with respect to the learning outcomes (BCTC Standards) and their ongoing personal/professional competency development. Initial school visits by field advisor Sept. 11-15. <p>September 15:</p> <ul style="list-style-type: none"> Intern Teaching Responsibility Summary finalized and submitted to field advisor.
Late September, October and November	<p>Teach/Co-teach:</p> <ul style="list-style-type: none"> Intern will gradually assume greater teaching/co-teaching responsibilities as determined by the mentor teacher. Teaching/co-teaching responsibilities include planning, preparing, teaching units, lesson sequences, routines, and stand-alone lessons. By mid-October, as directed by the mentor and field advisor, interns normally assume 70 to 100% of their mentor teacher's teaching load. Field advisor will conduct formal observations. Observations will take place about every two weeks. Field advisor will support the mentor teacher and intern throughout the field experience. Interns will continue to document their own learning using the Reflection in Action document. <p>October 6:</p> <ul style="list-style-type: none"> By this date, interns will ensure their Reflection in Action Document is up to date and the Curation of Learning Summary is completed for each standard as well as the Growth Goals and Next Steps for the Mid-Point Assessment. If necessary, this document could be emailed to the mentor teacher(s). <p>October 11-27:</p> <ul style="list-style-type: none"> Curation of Learning meetings with intern, mentor(s) and field advisor. <p>October 13:</p> <ul style="list-style-type: none"> Intern Shadow Day: A one-day visit from candidates (1st year B.Ed. student). <p>November 10-17:</p> <ul style="list-style-type: none"> Interns to complete Curation of Learning Summary sections for each Standard in the Reflection in Action document along with the Final Growth Goals and Next Steps. <p>November 24-December 1:</p> <ul style="list-style-type: none"> Final meetings with intern, mentor(s) and field advisor.
December	<p>By December 2</p> <p>Phase-out: Intern will complete all assigned teaching and assessment.</p> <p>Interns and Mentors will receive an exit survey.</p>