

**\*\*CHECKLIST FOR INTERNS\*\***  
Spring 2004

All due dates for all assignments will be the date your classroom management class meets for the last time each week. For example, if your class meets on Wednesday, it's due on Wednesday, if it meets Tuesday/Thursday, it's due Thursday.

Check e-mail at least once a day.

1. **Information Sheet and Autobiography** – Due week of 1/19
2. **Planning Calendar** – Due week of 1/26
3. **Classroom Observations** – Due week of 1/26 – total of five (one per day), see the reflection guidelines – these are strictly confidential.
4. **Four Detailed Lesson Plans** – Due on observation days. These must conform to model used in methods classes. See attached exemplary example for guidance.
5. **Weekly Lesson Plans** – Due to your Cooperating Teacher the Wednesday prior to beginning of each week. Keep a lesson plan for each day in a notebook and have it available for conferences.
6. **Weekly Assignments** –
  - a. Reflective journal – for week completed (Due beginning 1/26)
  - b. Weekly Overview – for upcoming week, must be signed by Cooperating Teacher (this assignment begins when you start teaching)
  - c. Evaluation of Auburn University Interns form – for week completed, must be signed by Cooperating Teacher (this assignment begins when you start teaching)
7. **Midterm Evaluation** – Due March 4<sup>th</sup> (In lieu of that week's "Weekly Evaluation" – they evaluate your entire experience thus far)
8. **On campus midterm seminar** – March 4 – Haley Center 5075, 9:00 am
9. **Videotaped Lesson** – Due by March 4 – should include videotape, detailed lesson plan, all necessary materials, and your evaluation rubric of your performance
10. **Exit Portfolio** – Due April 8
11. **Last Day In Schools** – April 23

**12. Final Intern Meetings** – May 4, 9:00-10:00 a.m. and portfolio conferences in the afternoon (you will have college of ed meeting from 10:00-12:00.

Documents due: ***triple check for signatures!!!!***

- a. Final internship evaluation (same form used weekly)
- b. Attendance verification form (orange/peach colored form)
- c. Documentation of visitations form

**13. Additional –**

- a. Technology – new form for cooperating teachers to sign at end of internship – be aware of the skills you must demonstrate, be sure you have them observe you using these skills.
- b. Visual Aides – use them – they are your friend
- c. Current and/or Persistent Issues

\*\* Successful completion of the student internship is dependent upon fulfillment, according to prescribed timetables, of all professional responsibilities outlined in The Handbook for Internship, by the University Supervisor, and by the Cooperating Teacher and hosting school system.

In the event that a student intern fails to fulfill their responsibilities in the prescribed manner, the procedure will be as follows:

- A. 1<sup>st</sup> failure to properly fulfill professional responsibilities – formal warning from supervisor that internship is in jeopardy if negligence continues.
- B. 2<sup>nd</sup> failure to properly fulfill professional responsibilities – Meet with Dr. Saye and supervisor to discuss conditions for continuing internship with a formal written statement of conditions for continuation.
- C. 3<sup>rd</sup> failure to properly fulfill professional responsibilities – Depending upon circumstances, receiving an Incomplete or Failure for internship.

**Contact Information for supervisors:**

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