

B-K Yearlong Internship: First Semester Guidelines

Candidate _____ 800 _____

Clinical Educator _____ School _____

Directions:

- Read through the entire checklist of activities. Note that some activities require time and advanced planning with your CE to complete.
- The CE verifies completion of activities with their initials and date completed.
- Candidates upload the signed, completed checklist at the end of the semester to the Taskstream Field Experiences portfolio.
- Each of the core activities is linked to national standards for beginning teachers (InTASC).

Activity	CE Initials/Date <i>(indicates completion)</i>
Initial Steps (Complete all of these activities)	
1. Exchange contact information with your CE. Discuss preferred methods of communication for each (text, email, phone).	
2. Introduce yourself to the teacher assistant(s) and learn about their responsibilities and how they like to collaborate with others in the classroom.	
3. Introduce yourself to the principal and assistant principal (if applicable).	
4. Introduce yourself to clerical staff, custodians, and cafeteria staff.	
5. Obtain calendars: school and system yearly, classroom daily.	
6. Ask about where to park and any required sign-in procedure.	
7. Establish an implementation plan for completing this document and any other course requirements.	
8. Other clinical requirement and/or CE request:	
Beginning the School Year (Complete at least half of these activities)	
1. Participate in at least one teacher workday.	
2. Accompany the CE on a home visit.	
3. Participate in a staggered entry day.	
4. Discuss classroom procedures (e.g., arrival/dismissal, handwashing, bathroom, breakfast/lunch, quiet time, outdoor time).	
5. Participate in the first full day of school.	
6. Observe at least one faculty meeting or team planning meeting.	

7. Learn procedures for fire, tornado, and lock down drills.	
8. Learn sanitation and safety requirements for the classroom.	
9. Learn procedures for lamination, making copies, requesting materials, etc.	
10. Review school handbooks for parents and faculty.	
11. Review your school's current School Improvement Plan. Ask about the role of Pre-K in the plan.	
12. Observe and reflect on how the teacher and teacher assistant(s) support one another and the children.	
13. Other clinical requirement and/or CE request:	
Learning about Your Students (Complete at least half of these activities) <i>InTASC 1, 2, 3, 7,8</i>	
1. Learn first and last names of each child in the classroom.	
2. Greet each child upon arrival.	
3. Sit and interact with the children during a lunch and a breakfast.	
4. Review an IEP for a child with special needs.	
5. Observe a therapy session (i.e., OT, PT, speech).	
6. Learn about adaptive equipment being used in the classroom (e.g., mobility aids, positional equipment, communication devices, etc.).	
7. Learn and practice using key phrases in the children's home language.	
8. Observe and discuss strategies and materials used for differentiation.	
9. Other clinical requirements and/or CE request:	
Families and Community (Complete at least half of these activities) <i>InTASC 9, 10</i>	
1. Attend/Participate in a parent orientation meeting, curriculum night, family special event, etc.	
2. Discuss with your CE methods of communication used with families (daily agendas, email, newsletters, etc.) and how families are encouraged to be involved in the classroom.	
3. Observe a parent-teacher conference.	
4. Drive through the neighborhoods/communities of your children.	
5. Other clinical requirement and/or CE request:	

Non-Instructional Duties (Complete all of these activities)	
1. Observe non-instructional duties (e.g., bus duty, car rider duty, playground, cafeteria, etc.).	
2. Learn procedures for requesting or making copies and requesting materials.	
3. Observe attendance documentation process.	
4. With your CE's guidance, incorporate children's work in a display.	
5. Discuss special education evaluation referral procedures with your CE.	
6. Other clinical requirement and/or CE request:	
Instructional Duties (Complete at least half of these activities) <i>InTASC 4, 5, 6, 7, 8</i>	
1. Review all components of the curriculum being used.	
2. Observe and discuss your CE's classroom management procedures.	
3. Observe and discuss the plan to support positive behaviors in the classroom.	
4. Discuss and assist with data collection.	
5. Practice entering data in required system.	
6. Have a conversation with your CE about classroom interest centers and how materials are decided upon and obtained.	
7. Lead a transition activity.	
8. Plan and teach a music/movement activity to small/whole group.	
9. Plan and teach a literacy activity to small/whole group.	
10. Plan and teach an outdoor activity to small/whole group.	
11. Plan and teach an additional whole group activity.	
12. Video one of the lessons that you teach.	
13. Practice using available classroom technology with children (e.g., iPad, Smart Board, Projector, Doc Cam, etc.).	
14. Begin a dialogue journal with your CE and/or teacher assistant. Include questions that you may have.	
15. Document feedback provided to you by your teacher.	
16. Other clinical requirements and/or CE request:	