

MAT Secondary/PreK12 Internship Handbook

I. General Policies

A. Admission to the program

- Review requirements in the Graduate Catalog
- Obtain admission process check list
- Review program requirements with the program coordinator
- Obtain additional information in the Graduate Services Office and in the Office of Clinical and Field Experience

B. Beginning of program (summer sessions)

- Buy subscription to TaskStream
- Become familiar with use of Blackboard
- Begin planning for exit portfolio
- Begin building a credential file

C. Information related to placement of interns

- State regulations mandate placement in Professional Development Schools (PDS) where such partnerships exist.
- Secondary candidates complete a middle school and a high school placement, and K-12 candidates complete an elementary school and a secondary school placement.
- The placement coordinator in the Office of Clinical and Field Experience:
 - makes the field placements.
 - drafts a tentative list of mentor teachers for each school.
 - communicates with school principals to determine availability of the suggested mentor teachers.
 - matches interns to each opening and sends the list to the appropriate principal.
 - notifies each intern of his/her placement.
- Each intern makes a pre-practice visit to the mentor teacher, completes the pre-practice visit card, and returns the completed card to the Office of Clinical and Field Experiences before the beginning of each practicum.
- The program coordinator and placement coordinator conduct orientation meetings for the interns, the university supervisors, and the mentor teachers.

D. Number of Practicum Days

- The minimum number of practicum days is 100 total days.
- Practicums are scheduled as follows:

<i>Program</i>	<i>Integrated (Pre-practicum)</i>	<i>Practicum I</i>	<i>Practicum II</i>
MAT-Sec/PreK-12	5 days Induction	50 days in repeat placement	50 days
Note: Secondary will consist of 1 middle school and 1 high school assignment, and K-12 will consist of 1 elementary school and 1 secondary school assignment. Absences must be made up on a one day to one day basis.			

- Interns begin on the assigned day and end on the assigned last day.
- Interns may be required to complete make-up days in order to meet the mandated requirement of 100 days.
- Interns must engage in experiences that are designed to focus on student achievement, action research, collaboration, and professional growth.

E. Coursework during practicums

- Interns must successfully complete required coursework scheduled in conjunction with the practicums at each stage of the program.
- Practicum duties and responsibilities are primary. Other activities, work, or participation cannot interfere with or degrade the performance of the practicum.

F. Attendance and Punctuality

- The intern arrives and departs from the assigned school at the same hour that regular members of the teaching staff arrive and depart.
- When not teaching a class, the intern is expected to observe the mentor teacher, assist the mentor teacher as needed, work on development of the curriculum or environment, and/or collaborate with others on professional agendas.
- The intern is expected to attend after-school activities and assume other responsibilities considered to be a routine or an integral part of the teacher's professional duties.

G. Absences

- When an illness occurs and an absence becomes necessary, the intern must notify the following:
 1. Mentor Teacher and Principal – before the start of the school day.
 2. Office of Clinical and Field Experience (301-687-3087) – before 9:00 a.m.
 3. University Supervisor – before 9:00 a.m.
- Absences must be made up.

H. Involvement in Campus Activities and Employment

- The intern is expected to devote full time to his/her teaching.
- Outside employment and participation in demanding extra-curricular events is minimized during the practicum semesters. Practicum duties and responsibilities are primary.

I. Vacations

- The intern must follow the university calendar and the school calendar.
- The intern may request that special arrangements be made when differences exist between the university calendar and the intern's school calendar.
- The placement coordinator, the university supervisor, and the mentor teacher grant permission for special requests.
- Both the mentor teacher and the university supervisor sign the written special requests. The intern submits the signed requests to the placement coordinator.