

Student Teaching Intern Responsibilities Checklist

Initial each activity when completed	
Phase 1: Mentor Teacher as Lead Teacher (4 weeks)	
Attend Teacher Internship Orientation	
Read CEC Teacher Internship Handbook and review school/district handbooks	
Ask your Mentor Teacher to introduce you to the administrative staff	
Attend all school meetings as instructed by mentor teacher & school administrator	
Review district curriculum	
Develop Collaborative Planning Schedule with your Mentor Teacher	
Keep a log of time with your own classroom (450 hours required)	
Observe the Mentor Teacher's teaching style, procedures & management	
Write journals entries in accordance with Small Group Seminar instructions	
Learn student names, review student records, observe their behaviors	
Ask Mentor Teacher to add your name outside classroom door	
Submit all lesson plans to mentor teacher during intentional collaborative planning meetings and before teaching all lessons	
You are required to use the edPTA lesson plan template until you receive a passing score on the EdTPA. You may use the short form lesson plan template (Appendix C) for all lessons after passing the edTPA and keep in your teaching notebook.	
Use the edTPA lesson plan template (Appendix D or see Appendix F for Special Education) for all edTPA and University Supervisor observation lessons and keep them in your teaching notebook. Send observation lesson plans to University Supervisor at least 48 hours before observation.	
Create an edTPA submission timeline and discuss with your University Supervisor (See Appendices G, H, & I)	
Plan 3-5 edTPA lessons, submit to Mentor Teacher & University Supervisor for review before submitting your edTPA	
Participate in Phase I Teacher Intern Review meeting	
Keep this Responsibility Checklist in your teaching notebook and share with University Supervisor at observations	
Review the Intern Reflection on Learning and Teaching completed after the first observation with your supervisor	
Phase 2: Teacher Intern as Lead Teacher (10 weeks)	
Work closely with Mentor Teacher and University Supervisor to transition to lead teacher	

Initial each activity when completed	
Keep a log of time with your own classroom (450 hours required)	
Write journals entries in accordance with Small Group Seminar instructions	
You may use the short form lesson plan template (Appendix C) for all lessons after passing the edTPA and keep in your teaching notebook.	
Participate in Midterm Teacher Evaluation meeting with Mentor Teacher(s) and University Supervisor	
Arrange for an observation by Designated Administrator with help from Mentor Teacher and University Supervisor	
Keep this Responsibility Checklist in your teaching notebook and share with University Supervisor at observations	
Review the Intern Reflection on Learning and Teaching completed after the last observation with your supervisor	
Phase 3 (1-2 weeks)	
Phase out of lead teacher responsibilities	
Work on your e-folio	
Participate in Final Evaluation conference	
Complete Professional Growth Plan – PESB document	
Complete log of time with your own classroom (450 hours required)	
Write journals entries in accordance with Small Group Seminar instructions	
Phase 4 (1 week)	
Observe in other classrooms	
Request reference letters from Mentor, Supervisor, and Administrator	
Complete paperwork, sequence according to checklist, and scan to a USB drive. It is highly recommended that you create and keep a USB drive for yourself.	
Meet with your University Supervisor and bring e-folio plus any other University Supervisor designated documents.	
Complete Teacher Certification Process (See Appendix V)	
Thank you cards and/or gifts for Mentor Teacher, University Supervisor, and Designated Administrator	
Attend Internship Celebration!	
Meet with the Field Director (Required) & bring your USB drive	