

Educational Intern Expectations

Welcome to your internship. I am so excited to be working with you this year. Please consider me a resource as you go, and don't hesitate to contact me with questions or concerns you may have. Please read through these expectations--they are important for the success of your internship!

Important contact information:

Anna York

ayork@pps.net

503-734-8689

Attendance

Attendance is very important-your cooperating teacher is expecting you, and is a major component to your grade!

- On the first day working with your teacher, you must find out how your teacher would like you to communicate with them and provide them with your schedule.
- Every day when you enter the school, you are expected to check-in at the main office. This will include wearing some sort of identification as provided by the school. When you are finished for the day, you are expected to sign out in the main office as well.
- If you are going to be absent, you need to contact the main office at your site, your cooperating teacher, and myself as soon as possible.
- You will also need to contact me once you are at your site to let me know that you are there. The best method to let Anna know that you are here is to fill out the "Intern Sign in" form every day:



<http://bit.ly/FHSInternsignin>

- **It is important that you communicate with your family/guardian the days you are off-site at your internship so they know where you are.**

Behavior

As an intern, you are representing your school, the school you are interning in, and your cooperating teacher. You are expected to be professional at all times during your internship. What does that mean?

- You will need to dress appropriately for the internship. Please make sure that your clothing is appropriate for working in the classroom. You need to be well-groomed, and wear clean clothing. Jeans are okay, but please make sure they are nice-looking ones. Also remember

that you might be bending down, crouching or kneeling on the floor to work with students--this means that you need to think about your clothing choices with this in mind.

- Your cell phone needs to be away (off or silent and in your bag) for the duration of the time you are working in the classroom. It should not be on your person at anytime during the time you are in the classroom.
- Confidentiality is crucial! You are to not talk about specifics outside of talking with your cooperating teacher or me. Don't talk about students with anyone else.
- You are there to help the staff and students. You will need to check-in in the front office, and then go to your designated classroom/location. Stay on task. If you are unsure what you should be doing, please ask staff.
- Be kind, professional and respectful with all students and staff.
- All staff working in a school district are mandatory reporters. If we suspect that a student is being abused, neglected, or in some type of danger, we need to report it. If you suspect that a student you are working with may be in danger, is being abused or neglected, tell your cooperating teacher and/or me the same day. Your input is important! If you aren't sure, tell us anyway!
- Follow the rules and directions of your cooperating teacher. Don't hesitate to ask questions if you are unsure. (That includes asking me questions if you are unclear about something!)

Academic Expectations (How are we going to be graded?)

Your grade will be based on the following:

Percentage	Category	What does this consist of?
50%	Participation	Attendance on the site and our FHS meetings. You need to document your own attendance-either through phone (preferred) or physical sign in. Due Friday of each week.
25%	Assignments	Assignments (to be completed in google classroom).
15%	Lesson	Each intern will teach a short lesson with students in your classroom. The grade will be a combination of the performance of the lesson and a self-evaluation of the lesson by the intern. *You will need to create a lesson plan and submit it to York AND show documentation (pictures, reflections, student work?).
10%	Final Project	Each intern will complete a final project. The final project will be determined by the intern and York.

I understand the above information and have reviewed it with my parent/guardian. I agree to follow the above expectations.

Student Name

Student Signature

Date

Parent/Guardian Signature

Date