**Responsibilities of the Host Teacher**

As a member of the Internship Team, the host teacher oversees a process in which the intern develops understanding of the education process and begins to demonstrate competency in the Florida Educator Accomplished Practices (FEAPs). In demonstrating effective clinical supervision practice, the host teacher is a coach and mentor to the intern in the learning and developing process.

**Mentoring and Coaching an Intern**

The following items are **ongoing** activities and should take place **throughout** the internship.

* Read and review the ***BSEE Student Handbook***
* **Provide opportunities for the intern to teach** at least once per week beginning no later than the third week of the internship (Internship I).
* Provide gradual induction to the teaching process in planning for assuming responsibility for full-time teaching (Internship II).
* Clarify teaching assignments and instructional planning procedures.
* Help the intern develop effectiveness in teaching through joint planning.
* Supervise and guide the intern as he/she plans and teaches.
* Assess the intern’s work with students.
* Demonstrate and clarify effective teaching strategies.
* Collaborate with the program coordinator to discuss areas of needed improvement when necessary.
* Create a climate in which the intern feels free to ask questions
* Keep lines of communication open between members of the internship team.
* Praise and encourage.
* Share professional experiences and materials**.**
* Demonstrate and explain the major activities of the public school teacher.
* Create an atmosphere in which the intern is accepted as a professional colleague.
* Orient the intern to facilities and learning materials.

**Evaluation – Internship III**

* Observe lessons taught by the intern to determine progress (minimum of three times weekly).
* Rate the intern’s performance using the Internship Observation Form, Internship Assessment Sheet (using assessment rubric), and Internship Performance Profile.
* Discuss ***immediately*** any unacceptable behavior or performance with the intern, the program coordinator (and principal, if appropriate).
* **Both host teacher and program coordinator** must complete **ongoing** observations, a midpoint, and a final evaluation for interns using the internship assessment rubric. The observations, midpoint and final evaluation should all be discussed with the intern and program coordinator. The final intern assessment summary is completed as a team: intern, host teacher, and program coordinator.
* **Collaborate with the program coordinator and host teacher** to develop a professional development plan (PDP), which details a plan of needed improvement, and provides specifics that describe ***how*** improvement is to be achieved.
* If the professional development plan (PDP) is required by the program coordinator, descriptions of the work in the plan should clearly define expectations to ensure the intern is making progress in meeting expectations of performance.
* Complete the midpoint and final evaluations and discuss with the intern.
* Review midpoint and final evaluations with the program coordinator and the intern.
* All evaluations must be signed by the intern, program coordinator and the host teacher.