

## Host Teacher Weekly Schedule

The interns will be observed five times during their final internship. Host teachers will complete three of the observations. After each observation, interns must upload into D2L the following documents: Pre-Observation, Lesson Plan, Post-Observation, Formal Classroom Observation, and a reflection. However, host teachers must complete only two forms: the Post-Observation and the Formal Classroom observation. Host teacher must complete the Internship Assessment Summary for the midterm and final evaluation.

**Week 1:** The intern observes classroom & assists as necessary and becomes familiar with building procedures. The host teacher collaborates on what lessons the intern will teach during week 2, reviews the lesson plans, and shares relevant student information like IEP goals for students with active IEPs, MTSS information, health information, etc.

**Week 2:** Host teacher reviews lesson plans, begins a discussion about the Impact on Student Learning Unit Plan Topic, and observe the intern working with small groups and gives specific, constructive feedback

**Week 3: Observation 1** Host Teachers complete the Post-Observation Form and Formal Classroom Observation Form. The intern and host teacher plan together the following week's lessons. They continue to co-teach. The intern must have ISL Unit Plan topic decision. Host teacher gives specific and constructive feedback on the Intern's practice.

**Week 4:** Both continue to co-teach, but the intern gradually taking the lead or more responsibility for approximately half of classes. Intern assumes all routine tasks and continues to assist individual students. The intern and host teacher plan for full responsibility.

**Week 5 to Week 14:** Intern take the primary responsibility for planning, teaching, assessment, classroom management. Co-teaching is expected. The intern initiates ISL Integrated Unit Plan. Host teacher may work with cooperative groups of students and individuals that need assistance, reviews lesson plans and gives daily constructive feedback to the intern.

**Week 6: Observation 2 (College Supervisor)**

**Week 8: Observation 3** Host teachers complete the Post-Observation Form and Formal Classroom Observation Form. *Host teachers complete the Midterm (Internship Assessment Summary).* Meet

with the college supervisor if it is necessary to discuss the students' progress.

**Week 10: Observation 4** Host teachers complete the Post-Observation Form and Formal Classroom Observation Form.

**Week 15: Observation 5 (College Supervisor)** Gradually return responsibility to host teacher throughout these two weeks. The intern observes four other teachers at different grade levels. Host teacher meets with intern to complete evaluations. Host teacher contacts the College Supervisor if it is needed.

**Week 16:** *Host teachers complete the Final Evaluation (Internship Assessment Summary).*