

South Florida State College (SFSC)
Bachelor's of Elementary Education (BSEE) Program
Internship II Tentative Schedule for Host Teachers

Host Teacher – Prior to **Internship II**

1. Read BSEE General Teacher Candidate Handbook and BSEE Internship Handbook.
2. Review all internship-related documents which are available on the SFSC BSEE website.
3. Prepare students for the arrival of the teacher candidate. Arrange a desk or some form of personal space for the teacher candidate.
4. Prepare a collection of materials to help orient the teacher candidate to the classroom, such as a school map, class list, classroom procedures and schedule, emergency plans, safety plans, health issues of students, IEPs, discipline plan, district policies, teacher textbook editions, curriculum maps, attendance policies, grading policies, and gradebook program, etc.
5. Welcome the teacher candidate's phone call or email to set up a meeting to visit the classroom prior to officially beginning.

Host Teacher – Week 1 of **Internship II**

1. Exchange contact information with the teacher candidate and discuss procedures to follow if teacher candidate is absent.
2. Choose a time for planning on a daily and weekly basis. Review suggested schedule for the assumption of teacher candidate's teaching and other duties.
3. Demonstrate how the Florida Standards and Florida Educator Accomplished Practices are used daily in planning, teaching, assessing, and reflecting.
4. Inform teacher candidate of expectations concerning the submission of lesson plans and discuss how approval and feedback will be communicated.
5. Discuss BSEE program components and expectations.
6. Introduce teacher candidate to colleagues and administrators. Familiarize teacher candidate with school facilities, resources, and policies regarding use of materials and equipment.
7. Provide time for the teacher candidate to examine data from academic records of students he/she will be working with, host teacher lesson plans, and to become familiar with school services such as guidance, ESL, and media.
8. Introduce teacher candidate to students. Teacher candidate observes and assists host teacher.

Host Teacher – Week 2 of **Internship II**

1. Help teacher candidate develop lesson plans for his/her internship. Examine teacher candidate's lesson plans daily throughout the internship and provide feedback. Teacher candidate should teach one lesson to a small group this week.
2. Communicate openly about professional issues and encourage teacher candidate to evaluate his/her own plans and teaching practice.
3. Observe teacher candidate closely and consistently to provide continuous, specific feedback and evaluation, including focused praise for success and suggestions for improvement.
4. Help teacher candidate identify specific competencies to strive to improve.
5. Encourage the teacher candidate to be creative and show initiative in choosing his/her teaching methods, as long as those teaching methods promote student learning.
6. Teacher candidate and host teacher collaboratively plan lessons for next week.
7. Host teacher should conduct an informal observation of one of the teacher candidate's small group lessons.

Host Teacher – Week 3-4 of **Internship II**

1. Help teacher candidate develop lesson plans for his/her internship. Examine teacher candidate's lesson plans daily throughout the internship and provide feedback.
2. Host teacher encourages teacher candidate to plan and teach a minimum of one lesson per week. The lessons may be taught to individuals and small groups.
3. The host teacher should conduct an informal observation of one of the teacher candidate's small group lessons.

Host Teacher – Week 5-6 of **Internship II**

1. Help teacher candidate develop lesson plans for his/her internship. Examine teacher candidate's lesson plans daily throughout the internship and provide feedback.
2. Host teacher encourages teacher candidate to plan and teach a minimum of one lesson per week. The lessons may be taught to individuals and small groups.
3. The host teacher should conduct an informal observation of one of the teacher candidate's small group lessons.

Host Teacher – Week 7-8 of **Internship II**

1. Help teacher candidate develop lesson plans for his/her internship. Examine teacher candidate's lesson plans daily throughout the internship and provide feedback.
2. Host teacher encourages teacher candidate to plan and teach a minimum of one lesson per week. The lessons may be taught to individuals and small groups.
3. Formally observe teacher candidate teaching a small group. Host Teacher will complete the SFSC BSEE Formal Classroom Observation Form and the Post-Observation Form for Formal Observation #1. The teacher candidate will complete the Pre-Observation Form, the Lesson Plan, and the Reflection related to this Formal Classroom Observation lesson. The suggested content area is Science or Social Studies.

Host Teacher – Week 9-10 of **Internship II**

1. Help teacher candidate develop lesson plans for his/her internship. Examine teacher candidate's lesson plans daily throughout the internship and provide feedback. Host teacher encourages teacher candidate to plan and teach three content areas, two days per week to small groups or whole group. Example: Teacher candidate teaches the Social Studies, Science, and Math lessons on Mondays and Wednesdays.
2. Formally observe teacher candidate teaching a small group. Host Teacher will complete the SFSC BSEE Formal Classroom Observation Form and the Post-Observation Form for Formal Observation #2. The teacher candidate will complete the Pre-Observation Form, the Lesson Plan, and the Reflection related to this Formal Classroom Observation lesson. The suggested content area is Literature.

Host Teacher – Week 11-12 of **Internship II**

1. Help teacher candidate develop lesson plans for his/her internship. Examine teacher candidate's lesson plans daily throughout the internship and provide feedback.
2. Host teacher encourages teacher candidate to plan and teach a minimum of three lessons two days per week. The lessons may be taught to individuals, small groups, and/or whole groups.
3. BSEE Lead Instructor/College Supervisor will visit the classroom to formally observe teacher candidate in a small group or whole group. BSEE Lead Instructor/College Supervisor will complete the SFSC BSEE Formal Classroom Observation Form and the Post-Observation Form for Formal Observation #3. The teacher candidate will complete the Pre-Observation Form, the Lesson Plan, and the Reflection related to this Formal Classroom Observation lesson. The suggested content area is Reading.

Host Teacher – Week 13 of **Internship II**

1. Help teacher candidate develop lesson plans for his/her internship. Examine teacher candidate's lesson plans daily throughout the internship and provide feedback. Host teacher encourages teacher candidate to plan and teach three content areas, two days per week to small groups or whole group. Example: Teacher candidate teaches the Social Studies, Science, and Math lessons on Mondays and Wednesdays.
2. When teacher candidate is acting as the lead teacher, the host teacher may act as a co-teacher, assistant, or work with a small group of students or individuals. The host teacher is to stay in the classroom with the teacher candidate and the students.
3. BSEE Lead Instructor/College Supervisor will visit the classroom to formally observe teacher candidate in either a small group or whole group. BSEE Lead Instructor/College Supervisor will complete the SFSC BSEE Formal Classroom Observation Form and the Post-Observation Form for Formal Observation #4. The teacher candidate will complete the Pre-Observation Form, the Lesson Plan, and the Reflection related to this Formal Classroom Observation lesson. The suggested content area is Mathematics.

Host Teacher – Week 14 of **Internship II**

1. Help teacher candidate develop lesson plans for his/her internship. Examine teacher candidate's lesson plans daily throughout the internship and provide feedback.
2. Host teacher encourages teacher candidate to plan and teach a minimum of three lessons per week. The lessons may be taught to individuals, small groups, and/or whole groups.
3. When teacher candidate is acting as the lead teacher, the host teacher may act as a co-teacher, assistant, or work with a small group of students or individual students. The host teacher is to stay in the classroom with the teacher candidate and the students.
4. Formally observe teacher candidate in either a small group or whole group. Host Teacher will complete the SFSC BSEE Formal Classroom Observation Form and the Post-Observation Form for Formal Observation #5. The teacher candidate will complete the Pre-Observation Form, the Lesson Plan, and the Reflection related to this Formal Classroom Observation lesson. The suggested content area is Health or Physical Education.

Host Teacher – Week 15 of **Internship II**

1. Help teacher candidate develop lesson plans for his/her internship. Examine teacher candidate's lesson plans daily throughout the internship and provide feedback.
2. Host teacher encourages teacher candidate to plan and teach a minimum of one lesson per week. The lessons may be taught to individuals and small groups.
3. Host teacher will complete the ESOL Performance Profile (EPP) form.
4. Host teacher will complete the Final Internship II Assessment Summary form. Host teacher and SFSC BSEE Lead Instructor/College Supervisor will conference about the Final Internship II Assessment Summary form and the teacher candidate's progress.