

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

Host Teacher – Prior to **Internship III**

1. Read BSEE General Teacher Candidate Handbook and BSEE Internship Handbook which are available on the SFSC BSEE website.
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 III**

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.
3. Review suggested schedule for the assumption of teacher candidate's teaching and other duties.
4. Demonstrate how the Florida Standards and Florida Educator Accomplished Practices are used daily in planning, teaching, assessing, and reflecting.
5. Inform teacher candidate of expectations concerning the submission of lesson plans and discuss how approval and feedback will be communicated.
6. Discuss BSEE program components and expectations.
7. Introduce teacher candidate to colleagues and administrators. Familiarize teacher candidate with school facilities, resources, and policies regarding use of materials and equipment.
8. Provide time for the teacher candidate to examine data from academic records such as IEPs of students he/she will be working with and health 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.
9. Introduce teacher candidate to students. Teacher candidate observes and assists host teacher.

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

1. Help teacher candidate develop lesson plans for his/her internship.
2. Examine teacher candidate's lesson plans daily throughout the internship and provide feedback.
3. Communicate openly about professional issues and encourage teacher candidate to evaluate his/her own plans and teaching practice.
4. Observe teacher candidate closely and consistently while he/she works with small groups to provide continuous, specific feedback and evaluation, including focused praise for success and suggestions for improvement.
5. Help teacher candidate identify specific competencies to strive to improve.
6. 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.
7. Teacher candidate and host teacher collaboratively plan lessons for next week.
8. Begin discussion related to the Impact on Students Learning (ISL) project with teacher candidate.

Host Teacher – Week 3 of **Internship III**

1. Host teacher begins to co-teach with teacher candidate. Host teacher should be acting as the lead teacher about 75% of the time.
2. Host teacher collaboratively plans twenty-five to fifty percent of class lessons with teacher candidate. Host teacher reviews teacher candidate lesson plans. Begin discussing the Impact on Student Learning Project (ISL).
3. Formally observe teacher candidate and give specific feedback. The 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.

Host Teacher - Week 4 of **Internship III**

1. Host teacher continues to co-teach with teacher candidate. Host teacher should be acting as the lead teacher about 50% of the time.
2. Host teacher collaboratively plans 75 to 100% of class lessons with teacher candidate. Host teacher reviews teacher candidate lesson plans and guides decision making on topic for ISL project.
3. Observe teacher candidate and give specific constructive feedback.

Host Teacher - Week 5 of **Internship III**

1. Host teacher continues to co-teach with teacher candidate. Host teacher should be acting as lead teacher about 25% of the time. Host teacher generally works with small groups and individuals that need assistance.
2. Host teacher collaboratively plans for teacher candidate to take full responsibility.
3. Host teacher guides teacher candidate to initiate ISL project.
4. Host teacher reviews lesson plans and gives daily constructive feedback to the intern on lesson planning and teaching.

Host Teacher - Week 6 -7 of **Internship III**

1. Host teacher may work with cooperative groups of students and individuals that need assistance. Host teacher should be acting as lead teacher about 10% of the time.
2. Teacher candidate has primary responsibility for planning, teaching, assessment, and management of the classroom. Host teacher should consistently review lesson plans and observe teacher candidate and give daily constructive feedback.
3. SFSC BSEE Lead Instructor/College Supervisor will visit classroom and conduct Formal Classroom Observation #2 of teacher candidate.

Host Teacher - Week 8 of **Internship III**

1. Host teacher may work with cooperative groups of students and individuals that need assistance. Host teacher should be acting as lead teacher about 10% of the time.
2. Teacher candidate has primary responsibility for planning, teaching, assessment, and management of the classroom. Host teacher should consistently review lesson plans and observe teacher candidate and give daily constructive feedback.
3. Formally observe teacher candidate and give specific feedback. The Host Teacher 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.

Host Teacher Week 9 of **Internship III**

1. Host teacher may work with cooperative groups of students and individuals that need assistance. Host teacher should be acting as lead teacher about 10% of the time.
2. Teacher candidate has primary responsibility for planning, teaching, assessment, and management of the classroom. Host teacher should consistently review lesson plans and observe teacher candidate and give daily constructive feedback.
3. Host teacher will complete the Midterm Internship Assessment Summary form. Host teacher and SFSC BSEE Lead Instructor/College Supervisor will conference about the Midterm Internship Assessment Summary form and the teacher candidate's progress.

Host Teacher Week 10 of **Internship III**

1. Host teacher may work with cooperative groups of students and individuals that need assistance. Host teacher should be acting as lead teacher about 10% of the time.
2. Teacher candidate has primary responsibility for planning, teaching, assessment, and management of the classroom. Host teacher should consistently review lesson plans and observe teacher candidate and give daily constructive feedback.
3. Formally observe teacher candidate and give specific feedback. Host teacher 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.

Host Teacher Week 11-13 of **Internship III**

1. Host teacher may work with cooperative groups of students and individuals that need assistance. Host teacher should be acting as lead teacher about 10% of the time.
2. Teacher candidate has primary responsibility for planning, teaching, assessment, and management of the classroom. Host teacher should consistently review lesson plans and observe teacher candidate and give daily constructive feedback.

Host Teacher Week 14 of **Internship III**

1. Host teacher should be acting as lead teacher about 50% of the time.
2. Host teacher should plan for teacher candidate to observe four other teachers at different grade levels throughout the last weeks of the internship.
3. SFSC BSEE Lead Instructor/College Supervisor will visit classroom and conduct Formal Classroom Observation #5 of teacher candidate.

Host Teacher Week 15-16 of **Internship III**

1. Host teacher should be acting as lead teacher about 90% of the time.
2. Host teacher will complete the Final Internship Assessment Summary form. Host teacher and SFSC BSEE Lead Instructor/College Supervisor will conference about the Final Internship Assessment Summary form and the teacher candidate's progress.