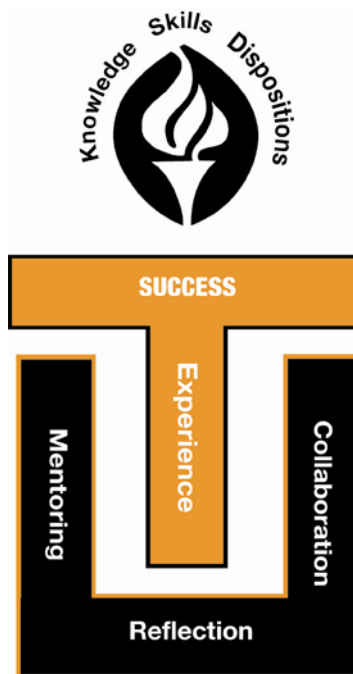


# Documentation of Internship Experiences



**University of Tennessee  
College of Education,  
Health and Human Sciences**

Revised: May, 2007

## **GUIDELINES FOR USING DOCUMENTATION OF INTERNSHIP EXPERIENCES**

As an intern in the Teacher Education Program, you are to have a variety of experiences which will enable you to have a greater understanding of teaching.

The “Documentation of Internship Experiences” booklet serves three purposes: 1) it lists possible experiences (indicating those required) to be used in planning your schedule; 2) it provides a documentation of completed experiences to be used in evaluating your completion of the program; and 3) it provides a valuable summary of experiences that you can use when seeking employment as a teacher.

Experiences to be completed during the Professional Year will be planned by the intern, principal, faculty liaison, mentoring teacher, and UT mentor. You are responsible for recording completed activities and obtaining authorized signatures.

Please consider the following guidelines:

### **How do I know what experiences I need to have?**

Each major section, indicated by Roman numerals, has guidelines to explain which experiences you are to have. Some are mandatory; others allow for choice of experiences.

### **How long should I stay for each experience?**

Since experiences vary in length according to grade level, the amount of time you spend at a site should be determined by you and your team of advisors (principal, faculty liaison, mentoring teachers, and UT mentor).

### **How do I document my experiences?**

For each experience, provide the specific site and date. Provide a brief description of what you did and what you observed during that particular experience.

### **What is an authorized signature?**

For each entry, you should obtain the signature of the teacher or other supervising individual who observed you in the experience. For example, if you observe in a special education class, you would have the special education teacher sign your documentation form. If you are unable to obtain the signature of the person directly involved in an activity, you may have your mentoring teacher or principal sign your documentation.

### **What do I do with the booklet when I’ve completed the requirements?**

Your 574/591 instructors will answer any questions you might have about these assignments. Your 591 instructor will collect your *Documentation of Internship Experiences* booklet and evaluate its contents. He or she will provide feedback and will return the booklet to you for your files. In the past, we have found that interns have used this booklet in interviews during their job searches.

## Documentation of Internship Experiences

Intern \_\_\_\_\_

School(s) \_\_\_\_\_

Academic Year \_\_\_\_\_

Licensure Area(s) \_\_\_\_\_

### I. School Organization Patterns

- Elementary interns should complete experiences at one other level at least, in addition to that assigned (if assigned to a primary grade, have an experience at the intermediate or middle grades).
- Secondary interns should have experience at both middle and secondary levels.

#### A. Primary (K-2 or other primary designation)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

#### B. Intermediate (3-5 or other intermediate designation)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

C. Middle (5-8, 6-8, 6-9, 7-9 or other designation of middle)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

D. High (9-12 or 10-12)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

II. Various Programs of the School

Complete experiences in at least three (3) different programs below:

A. Special Education

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

B. Gifted

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

C. Art

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

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D. Music

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

E. Physical Education

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

F. Computer Lab

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

III. Social/Cultural Dimensions of Students

Interns must complete Minority and Low SES, as well as one of the following: Rural, Urban, Suburban

A. Minority

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

B. Low SES

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

C. Rural

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

D. Urban (Inner-City)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

E. Suburban

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

IV. Teaching and Teaching Related Experiences

**Interns must complete the following: A, B, C, D, E, F, G, H, I, J**

**At least five of the following must be completed: K, L, M, N, O, P, Q, R, S, T, U, V, or W**

A. Whole Class Instruction

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

B. Small Group Instruction

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

C. Team Teaching

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

D. Tutorial

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

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E. Classroom Observation

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

F. M-Team Participation

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

G. Out-of-Classroom Duties (Lunchroom, study hall, bus monitor, etc.)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

H. Test Administration

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

I. Diagnostic Activities

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

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J. Student-Centered Technology Enhanced Lesson (Students actively using technology)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

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K. PTA Meetings

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

L. School Board Meetings

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

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M. Staff Development (In-Service)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

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N. Parent Conferences

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

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Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

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O. Central Office (personnel and process)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

P. School Library

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

Q. Resource Center

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

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R. Counseling and Psychological Services

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

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S. Direction of Performing Groups

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

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T. Demonstrations, Exhibits, Performances

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

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U. Civic Organizations/Support Groups

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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V. School Media Center

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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W. Other Professional Experiences

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Site and Date \_\_\_\_\_

Description of your experiences \_\_\_\_\_

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Site and Date \_\_\_\_\_

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Documentation

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(Instructor's Signature)

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(Date)

Comments: \_\_\_\_\_

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