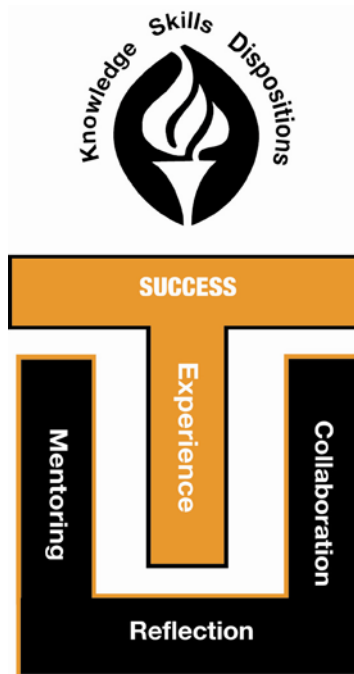


Documentation of Internship Experiences



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

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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. It

- 1) lists possible experiences (indicating those required) to be used in planning your schedule;
- 2) provides a documentation of completed experiences to be used in evaluating your completion of program requirements; and
- 3) 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 are mandatory and which allow options for your 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 in any of these experiences 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, date, and a brief description of what you did and what you observed.

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, interns have told us that they found this booklet useful in preparing for 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 _____

Documentation _____

(Authorized Signature)

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

Site and Date _____

Description of your experience _____

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 _____

Documentation _____

(Authorized Signature)

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

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

II. Various Programs of the School

All interns should complete experiences in at least three (3) different programs below:

A. Special Education

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

B. Gifted

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

C. Art

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

D. Music

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

E. Physical Education

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

F. Computer Lab

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

III. Social/Cultural Dimensions of Students

All 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 _____

Documentation _____

(Authorized Signature)

B. Low SES

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

C. Rural

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

D. Urban (Inner-City)

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

E. Suburban

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

IV. Teaching and Teaching Related Experiences

All 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 _____

Documentation _____

(Authorized Signature)

B. Small Group Instruction

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

C. Team Teaching

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

D. Tutorial

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

E. Classroom Observation

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

F. M-Team Participation

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

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

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

H. Test Administration

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

I. Diagnostic Activities

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

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

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

K. PTA Meetings

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

L. School Board Meetings

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

M. Staff Development (In-Service)

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

N. Parent Conferences

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

O. Central Office (personnel and process)

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

P. School Library

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

Q. Resource Center

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

R. Counseling and Psychological Services

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

S. Direction of Performing Groups

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

T. Demonstrations, Exhibits, Performances

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

U. Civic Organizations/Support Groups

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

V. School Media Center

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

W. Other Professional Experiences

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

Site and Date _____

Description of your experiences _____

Documentation _____

(Authorized Signature)

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Description of your experience _____

Documentation _____

(Authorized Signature)

Site and Date _____

Description of your experience _____

Documentation _____

(Authorized Signature)

Instructor's Review/Approval of Documentation

(Instructor's Signature)

(Date)

Comments: _____

