Internship II Handbook
(SEED 451/461)

Office of Professional Field Experiences
The Cannon-Clary College of Education

Vision of the Cannon-Clary College of Education

The vision of the Cannon-Clary College of Education embodies all that God would have us to be as Christians engaged in touching the lives of people. We see ourselves and our task as part of a larger mission to change lives of people through learning and serving.

Mission of the Cannon-Clary College of Education

To this end, the mission of the Cannon-Clary College of Education is to equip and sustain reflective, life-long learners who are competent, confident, compassionate, and courageous professionals, who, in turn, will inspire and enable those they serve.

By following this vision and its accompanying mission, the Cannon-Clary College of Education strives to develop principled professionals who possess the knowledge, skills, and disposition to:

Integrate their faith, learning, and living to serve their communities as models and mentors for moral and ethical leadership.

Respect and recognize variance in those they serve and have knowledge and skills to accommodate those variances.

Develop critical thinking skills within those they serve so they can make responsible choices about their learning and behavior.

Challenge themselves to grow professionally through rigorous study, reading, reflection, and research.

Possess superior knowledge of the discipline(s) they teach or practice as well as a general knowledge of all disciplines.

Seek to establish collegial relationships for meaningful collaboration.
Effectively use and apply emerging technologies in changing environments.
Possess skills which enable them to effectively serve in a variety of settings.

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Foreword

This handbook is designed for use by those involved in the Harding University teacher preparation program as interns, cooperating teachers, university supervisors, and building principals. If any questions arise concerning the information given in this handbook, contact either the Office of Professional Field Experiences or the university supervisor assigned to the intern.
Introduction

The purpose of this guide is to provide information and policies related to Harding University’s internship program in early childhood, middle level, and secondary education. These materials serve as a guide to students, supervisors, cooperating teachers, and administrators of Harding’s internship program.

Harding University has contractual agreements with a limited number of school districts for the placement of interns. The working arrangements between these school districts and the university have come about through years of successful interaction. This cooperative arrangement between school districts and the university works to the advantage of the intern, since he or she will be able to function within a framework that already exists. The districts that host interns fulfill a valuable function in the teacher education process because of their professionalism, logistical convenience for students who must commute from Harding, and previous history of benefit to interns. The list of approved school districts is available in the office of the Director of Professional Field Experiences.

Harding University strives for a high-quality internship program. This quality is based upon the premise of clearly defined purposes and understandings of the roles of all persons concerned. This guide strives to enable this understanding and to serve three purposes:

1. to foster a better understanding of the operation of Harding’s internship program,
2. to clarify the duties and responsibilities of those who participate in the program, and
3. to serve as a guide for providing the best possible experiences during the internship semester.

Internship is a learning experience, not a professional hurdle that an intern must pass. The student enters the program as a novice and emerges as a certified teacher. As the culminating experience of a student’s education program, it is vital that a partnership between the university and the cooperating school exists. It is hoped that through this guide, a clearer understanding of practices and policies will
emerge, and that cooperative efforts with the schools and their personnel will be more effective.

**Philosophy of the Internship Profession**

Harding University's model of teacher preparation is conceived in three phases: deciding to teach; learning to teach; and beginning to teach. Internship represents the third phase of this plan. The university bases its internship program upon the assumption that internship is the most important single course in teacher education and that the program reflects a partnership between the university and the cooperating schools.

The internship program at Harding University provides an opportunity to develop and evaluate students' competence in an actual school setting. Internship is intended to bridge the gap between theory and practice.

The team relationship between university supervisor, cooperating teacher, and intern determines the quality of the internship experience. The intern needs competent and concerned supervisors.

**Goals of the Internship Program**

The major goal of the internship program is to provide interns a challenging, relevant, and rewarding experience that will allow them to acquire professional competence. This includes the ability to:

- understand the role and operation of the school. (ATS: 9a, 9b, 9c, 9d, 9e, 9f, 9g, 9h, 9i, 9j, 9k, 9l, 9m, 9n, 9o, 10a, 10b, 10c, 10d, 10e, 10f, 10g, 10h, 10i, 10j, 10k, 10l, 10m, 10n, 10o, 10p, 10q, 10r, 10s, 10t; TESS/Danielson: Domain 4)
- respect and work effectively with students of varying backgrounds. (ATS: 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 2i, 2j, 2k, 2l, 2n, 2o; TESS/Danielson: Domain 2)
- assume the various responsibilities of the classroom teacher. (ATS: 5a, 5b, 5c, 5d, 5e, 5f, 5g, 5h, 5i, 5j, 5k, 5l, 5m, 5o, 5p, 5r, 5s, 8a, 8b, 8c, 8d, 8e, 8f, 8g, 8h, 8i, 8j, 8k, 8l, 8m, 8n, 8o, 8p, 8q, 8r, 8s; TESS/Danielson: Domain 3)
- plan instruction and learning experiences which recognize the individual needs and differences of students. (ATS: 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 2i, 2j,
organize and manage the classroom environment to maximize learning.  
(ATS: 3a, 3b, 3c, 3d, 3e, 3f, 3g, 3h, 3i, 3j, 3k, 3l, 3m, 3n, 3o, 3p, 3q, 3r;  
TESS/Danielson: Domain 2)

• manage classroom interactions and student conduct to create a positive 
climate for learning.  (ATS: 1a, 1b, 1c, 1d, 1e, 1f, 1g, 1h, 1i, 1j, 1k, 3a, 3b,  
3c, 3d, 3e, 3f, 3g, 3h, 3i, 3j, 3k, 3l, 3m, 3n, 3o, 3p, 3q, 3r; TESS/Danielson:  
Domain 2)

• identify and use appropriate instructional techniques, media, and 
methods. (ATS: 8a, 8b, 8c, 8d, 8e, 8f, 8g, 8h, 8i, 8j, 8k, 8l, 8m, 8n, 8o, 8p,  
8q, 8r, 8s; TESS/Danielson: Domain 3)

• evaluate learning to determine the extent to which instructional objectives are  
achieved by students.  (ATS: 4a, 4b, 4c, 4d, 4e, 4f, 4g, 4h, 4i, 4j, 4k, 4l, 4m,  
4n, 4o, 4p, 4q, 4r, 6a, 6b, 6c, 6d, 6e, 6f, 6g, 6h, 6i, 6j, 6k, 6l, 6m, 6n, 6o, 6p,  
6q, 6r, 6s, 6t, 6u, 6v; TESS/Danielson: Domain 3)

• establish positive and effective communication with students, parents,  
colleagues, administrators and community members.  (ATS: 10a, 10b, 10c,  
10d, 10e, 10f, 10g, 10h, 10i, 10j, 10k, 10l, 10m, 10n, 10o, 10p, 10q, 10r,  
10s, 10t; TESS/Danielson: Domain 4)

• accept and assume the responsibilities associated with being a competent  
professional and lifelong learner.  (ATS: 9a, 9b, 9c, 9d, 9e, 9f, 9g, 9h, 9i, 9j,  
9k, 9l, 9m, 9n, 9o, 10a, 10b, 10c, 10d, 10e, 10f, 10g, 10h, 10i, 10j, 10k, 10l,  
10m, 10n, 10o, 10p, 10q, 10r, 10s, 10t; TESS/Danielson: Domain 4)

**Internship Assignments and Policies**

The Director of Professional Field Experiences is responsible for all internship  
assignments. Although the prospective intern may express a preference, the final  
decision as to geographical area, school system, and teacher is made by the  
Director of Professional Field Experiences in cooperation with area schools.

Placements are made in centers which are currently open and may not always  
be the student's preference. Students are not allowed to student teach at a school  
that they have previously attended.

I. ASSIGNMENTS
The birth to kindergarten, early childhood, elementary, middle level, and secondary education students at Harding University who have completed all the prerequisites for the Internship II are assigned to cooperating schools. Various configurations of internship assignments are possible. In the eighteen-week assignment, the secondary intern is assigned to two grade bands (7-9 and 10-12); in this assignment, the intern is typically assigned nine weeks of the term with one teacher, and the following nine weeks with another. Secondary interns could teach a schedule of multiple subjects every school day for the entire eighteen weeks, as long as both grade bands are represented. The birth to kindergarten interns will be placed in a special needs placement for nine weeks and a general education kindergarten for nine weeks. The early childhood intern is assigned to 2 cooperating teachers representing a pk or k placement and a 1-4 placement. The elementary intern is assigned to two cooperating teachers representing a k-3 placement and a 4-6 placement. The middle level intern is assigned to two cooperating teachers; nine weeks with one teacher and the next nine weeks of the term with another representing a 4-6 placement and a 7-8 placement.

**Secondary education students** are assigned in the area of their majors, and, in addition, whenever practical, in the area of their minors for which they at least meet minimum state certification. The interns are assigned one nine week placement in the 7-9 grade band and one nine week placement in the 10-12 grade band.

**All kinesiology (PE), art, foreign language, speech/drama, and music majors** obtain a K-12 endorsement in their major on a secondary certificate. These students are assigned to an elementary placement for nine weeks and a secondary placement for nine weeks. As per ADE rules and regulations, if an elementary placement cannot be secured, the intern may complete the entire internship in a 7-12 placement.

**II. Internship in Locations Other Than Designated Centers**

Requests for assignments in areas other than the designated intern centers should be made in writing to the Director of Professional Field Experiences. Financial exigencies are not usually considered adequate justification for a student to complete an assignment outside the designated areas.

A student may be allowed to student teach outside the fifty-mile boundary, with the permission of the Director of Professional Field Experiences, under the following conditions:
1. The spouse is required to move for the purpose of employment.
2. Transfer to another university would pose a severe academic hardship.
3. There is a host university supervisor willing to supervise the intern.

A student with an internship assignment outside the designated centers will be required to pay all costs for supervision that exceed Harding's established fee. Costs vary with location.

III. The Calendar

During internship, all students are expected to begin with, and adhere to, the school calendar in the school district to which they are assigned. Vacations are scheduled according to the school district calendar. The final date of internship is established by the university.

IV. Seminar Attendance

Interns are required to attend all seminars or course sessions and keep an attendance record in order to receive credit. In the event that a student is unable to attend a session due to illness, it will be necessary for the student to develop an alternative experience in cooperation with the seminar leader. It is expected that the student will notify his/her leader in advance of any absences. The Professional Educator – Birth to Kindergarten/Early Childhood/Elementary/Middle Level (SPED 419) will meet as assigned. The Secondary Supervised Teaching seminar (SPED 480) will meet as assigned.

During the seminar sessions, there are opportunities for students to share teaching experiences with their peers and to discuss problems in discipline or in other areas. Seminars will include topics such as human relations, classroom management, ethics, instructional strategies, TESS, cross-cultural experiences, diagnosing and remediating learning problems, inclusion of exceptional children, employment, licensure, and other topics that address the needs and concerns of interns.

V. Problems

Students who enroll in internship make a commitment to the goals, responsibilities, and expectations outlined in this guide. When an intern has difficulty fulfilling the responsibilities, the following procedure should be used:
1. An initial conference between the cooperating teacher and the intern on the matter should be held. It should be emphasized that frequent conferences between the cooperating teacher and intern should be held. Early identification of problems is essential.

2. If the situation cannot be alleviated, the cooperating teacher should contact the university supervisor immediately and arrange a conference with the intern, cooperating teacher, and the university supervisor as soon as possible. The building administrator is encouraged to be involved in the conference.

3. If this procedure is ineffective, the problem will be referred to the Director of Professional Field Experiences. If in the judgment of the Director, after reviewing the circumstances, the situation may be brought to the Committee for Admission and Retention of Teacher Education. If the situation seems insolvable, reassignment or removal from internship may occur.

4. The intern may request in writing a review of the decision by the Committee for Admission and Retention of Teacher Education. Reasons for the request must be stated.

5. A written appeal may be made by the student to the Administrative Council for Teacher Education.

VI. Legal Status of Intern

An intern is a student of Harding University who has been approved for internship by the Admission and Retention Committee. The requirements for admission to internship are in the University catalog. By law, the intern enjoys the same immunities of law as certified teachers (The School Laws of Arkansas, 6-17-305).

Evaluation Procedures

Evaluation of the progress of an intern can be a difficult task. The evaluation of the intern is the primary responsibility of the cooperating teacher, supported by the university supervisor. The university supervisor is responsible for conferencing with the intern and cooperating teacher to assure the development and evaluation of the intern. Cooperating teachers are encouraged to help the interns evaluate themselves through such techniques as conferencing and videotaping. Harding
University’s evaluation forms provide the evaluator with opportunity to identify the strengths and weaknesses of the intern.

The Final Evaluation

A summative evaluation is given during the last week of internship. This evaluation will become part of the intern's placement file. The cooperating teacher and university supervisor will both complete a summative evaluation and assign a final grade. The cooperating teacher and university supervisor should retain one copy of the summative evaluation, and the original copy is sent to the Director of Professional Field Experiences. The grade assignment sheet is sent to the Director of Professional Field Experiences as well.

Although the university supervisor and supervising teacher serve to provide guidance and support to the intern, they also have a responsibility to the teaching profession and to the students the profession serves. The internship experience culminates in the evaluation of the intern during the internship experience. Evaluation is seen as a continuous process from the first day to the last. During the experience, evaluations are completed by the two members of the support team. All of these are taken into account in the final grade for internship, although the greatest emphasis is placed upon the intern's performance level at the end of the semester.

Letter grades of A, B, C, D, and F are assigned for the eight semester hours of internship in secondary and twelve semester hours of internship in birth to kindergarten, early childhood, elementary, and middle level. A letter grade of A+ indicates that the intern exceeds expectations (advanced) in all areas of teaching and it is believed that the student will be a superior teacher even in their first year of teaching. A letter grade of A or B+ means that the intern has demonstrated proficiency in all areas of teaching. With a little more opportunity for professional growth, which will come from having a teaching position of their own, they will almost certain become an outstanding teacher. The intern earning a B is progressing towards becoming a proficient teacher. With opportunities for professional growth, they will be an asset to any school system in which they may be employed. The intern earning a letter grade of C has demonstrated the basic skills associated with teaching. For their own good, however, it would probably be best if they could work closely with a mentor teacher for a while in their first teaching position. An intern that earns a letter grade of D or F is below basic in the skills necessary to take a regular teaching position. They need further improvement before success as a beginning teacher could honestly be predicted. To successfully
complete the supervised teaching semester, the candidate must make a C or better in all professional education courses and field experience courses, as noted in the university catalog.

**Responsibilities of the Director of Professional Field Experiences**

1. Administer and provide leadership for the internship program.
2. Establish policies and procedures for administering the internship program.
3. Consult with school administrators and coordinators of internship and all departments of the university to develop, implement, and evaluate the internship program.
4. Provide opportunities for in-service education for supervisory personnel.
5. Approve cooperating teachers.
6. Approve internship assignments.
7. Oversee the nature and quality of the internship experiences.
8. Monitor the nature of the supervision provided by the university.
9. Review the written evaluation of each internship experience.
10. Cooperate with the Department Chair and the Dean in implementing teacher education goals.
11. Plan an orientation for prospective interns prior to internship, which emphasizes their responsibilities and clarifies their roles in the public school.
12. Interpret the internship program to faculty, pupils, parents, and the general community, emphasizing its nature and importance and enlisting their support.
13. Coordinate the internship program in the designating schools and the community.
14. Serve as a liaison between the offices of the local schools and the university.
15. Provide professional leadership within the total community, and specifically within the teaching faculty, to develop high-quality internship experiences.
16. Recommend cooperating teachers and represent the schools in the placement of interns.
17. Assume responsibility for the orientation of interns and the new cooperating teachers.
18. Advise and assist principals, cooperating teachers and university supervisors in their responsibilities for guiding the growth of interns.
19. Participate with the offices of the Superintendent of Schools and the university in evaluating the effectiveness of the internship program.
20. Train cooperating teachers and university supervisors.

**Responsibilities of the University Supervisor**

1. Serve as a liaison between the schools and the university.
2. Cooperate with school personnel in a manner that will enhance the partnership between the school system and the university.
3. Identify and recommend potential cooperating teachers.
4. Recommend assignments of interns.
5. Serve as a resource person for the cooperating teacher and intern.
6. Observe the intern deliver a full lesson at least 4 times per semester. The observations will be spread throughout the semester. A student who has a split assignment will be observed a minimum of two times per assignment. The university encourages each supervisor to make 6 visits to each intern.
7. Initiate conferences with students, cooperating teachers and others concerned with student progress.
8. Confer and cooperate with the intern and cooperating teacher in evaluating the students’ progress, and leave them a copy of the evaluation.
9. Submit reports to the Director of Professional Field Experiences.
10. Act to enhance continuing growth and quality of internship program.

Research indicates that interns consistently want feedback about their performances, especially from university supervisors. University supervisors play a vital role in the professional development of entering teachers by performing this function. Every effort should be made to point out the intern's positive accomplishments as well as his or her shortcomings. These conferences may be informal in nature. They are most effective when they are continuous and ongoing.

Following each period of observation, the university supervisor completes a report and shares his or her observations with the intern and cooperating teachers. The supervisor, cooperating teacher, and intern each retain one copy of the report and another copy is sent to the Professional Field Experiences Office.

**Internship Responsibilities of the Principal**

1. Work with the Director of Professional Field Experiences to place interns.
2. Accept interns as junior members of the teaching faculty.
3. Offer students those facilities, resources, teaching materials, supplies, and equipment customarily available to other teachers.
4. Help the faculty and parents understand their responsibilities to the student teachers.
5. Introduce the interns and university personnel to the building.
6. Assist the Director of Professional Field Experiences, interns, the cooperating teacher, and the university supervisor to resolve special problems in internship.
8. Provide counsel and assistance to the Director of Professional Field Experiences and the university supervisors in the development of a high-quality internship experience in the building and in the community.

Responsibilities of the Cooperating teacher

1. The cooperating teacher's first responsibility is to the pupils in his or her class. This must be kept in mind if the public, administration, and pupils are to continuously support the internship program.
2. Prepare the class to work with an intern and notify the parents that there will be an intern in the classroom.
3. Provide a working area for the intern (a desk or table) and share responsibilities whenever possible, accepting him or her as a co-worker and professional person.
4. Acquaint the intern with pertinent school policies and regulations, philosophy, priorities, and assessment criteria.
5. Immediately involve the intern in specific classroom tasks.
6. Plan, with the intern, a schedule for assuming responsibilities of the classroom, which allows the intern to assume increasing responsibility as he or she exhibits readiness to do so.
7. Require the intern to be solely responsible for planning, preparation, instruction, and evaluation for a minimum of two weeks to demonstrate the continuity of instruction and teacher accountability.
8. Guide the intern in preparing daily lesson plans, unit plans, and tests, and approve and critique all plans before they are taught. Assist in understanding and applying evaluation techniques.
9. Demonstrate a variety of effective teaching techniques, and arrange for visits to other classrooms from time to time.
10. Guide the intern in developing and understanding the skills of self-evaluation.
11. Evaluate the quality of the intern's performance, and engage in frequent conferences with the intern to insure continuous progress and/or early identification of problems.
12. Encourage the intern to participate in community activities.
13. Help the intern relate theory to practice.
14. Keep a record of attendance and tardiness of the intern.
15. Prepare and submit evaluation reports, according to schedule, and recommend the final decision for certification of the intern. (The evaluation reports are placed in the intern's placement file and therefore need to be submitted in a timely manner.)

Criteria for Selection of Cooperating Teachers

Because of the importance of the cooperating teacher, criteria have been developed for their selection. These criteria grow out of the general policies and understanding, which form the basis for the Agreement on Internship which is executed between Harding University and the cooperating schools. These criteria are similar to those used by teacher education institutions across the nation. Their objective is to define a relationship between the university and the cooperating teachers, and between the cooperating teachers and the students who may be assigned to them. These criteria are as follows:

- has completed a minimum of three years teaching experience, with the most recent year being in the present school system.
- has a valid teaching certificate.
- teaches in the area of his or her certified specialty.
- consistently demonstrates high quality teaching with a score of 3 or above in the TESS evaluation system.
- demonstrates desirable personal-professional attitudes.
- demonstrates evidence of continuous professional growth.
- participates in the program voluntarily, and looks upon supervising the growth of interns as a challenge and a contribution to his or her profession.
- is recommended by his/her administrator(s).
- has completed training in TESS.

Responsibilities of the Intern

1. Become familiar with school policies and practices and work in a manner consistent with them.
2. Become thoroughly acquainted with classroom facilities and learn the procedures used by the cooperating teacher.
3. Become acquainted with instructional materials available in the school and school district.
4. Become familiar with the community and its relationship to the educational program.
5. Plan thoroughly, in writing, for all teaching responsibilities. A lesson plan is required for every lesson to be taught. It will be approved by the cooperating teacher and reviewed by the university supervisor.
6. Be punctual and attend each class daily, whether teaching or not.
7. Inform the school principal, cooperating teacher, and university supervisor in advance of anticipated absences, or as early as possible on the day that an emergency arises.
8. Make time available for conferences with the cooperating teacher and the university supervisor.
9. Continuously evaluate personal progress with the cooperating teacher and university supervisor.
10. Attend and participate actively in all internship seminars.
11. Be neat, clean, and well groomed.
12. Respond appropriately to supervision as prescribed in the *Guide to the Internship Experience*.
13. Interact appropriately with students and families, maintaining a professional distance and demeanor at all times.
14. Perform expected responsibilities in a professional manner as assigned by professionals at the field site.
15. Abide by the ethical, moral, and behavioral expectations of the Harding University Code of Conduct.

**Final Meeting**

A final meeting for interns will be scheduled by the Director of Professional Field Experiences. Activities at this final meeting might include, but not be limited to: completion of licensure forms, gathering of research data, faculty evaluations, and evaluations of cooperating teachers. Attendance is required, and the meeting is part of the course.
Conditions of Supervision for the Pre-Internship/Internship Semesters
Statement of Understanding

Candidates in the pre-internship and internship semesters work closely with students and professionals in school settings. These relationships presuppose an exemplary ethical and behavioral standard which provides a healthy, positive, and professional interaction for the benefit of the students. Abiding by this standard is a condition to being a candidate.

In recognition of this ethical and behavioral standard, pre-interns and interns are expected to and agree to:

1. respond appropriately to supervision as prescribed in the Guide to the Internship Experience;
2. interact appropriately with students and families, maintaining a professional distance and demeanor at all times;
3. perform expected responsibilities in a professional manner, as assigned by professionals at the field site; and
4. abide by the ethical, moral, and behavioral expectations of the Harding University Code of Conduct.

In recognition of the standard for pre-interns and interns, I affirm that I have read and understand the above stated expectations for pre-student and internship semesters.

Furthermore, if I fail to comply with the above standard and expectations, my status will be subject to review by the Teacher Education Admission and Retention Committee which may result in my suspension and/or removal from field placement. The Committee reserves the right to take other appropriate actions. My signature signifies that I agree to these standards, conditions, and expectations.

Signature of Applicant ___________________________ Date________________

Signature of Director of Field Experiences ______________ Date______________

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Revised: Fall 2016