

CTE 348 Classroom Management and Assessment in CTE

Process for Finding a Pre-Intern Placement

1. Determine where you would like to pre-intern.
2. Call the prospective teacher and ask if you could have an appointment to observe the class and meet about a possible pre-internship.
3. Dress professionally and meet with your prospective teacher. Explain that you will be in the classroom for a total of 50 - 60* hours during the semester and will observe; assist students, check papers; help with bulletin boards, etc; teach two lessons during the semester; facilitate a service-learning project; and perform other tasks as agreed on between the teacher and the pre-intern. The teacher will have to sign your attendance sheet each session you are there. There will be a brief evaluation of the pre-internship at the end of the semester. (*NOTE: You may use up to 10 hours for observing in classrooms deciding where you would like to intern teach.)
4. Call the teacher within two days after your meeting, to find out if the teacher is enthusiastic about serving as your pre-internship teacher.
5. If you receive a positive answer, ask when you and the teacher could meet with the Principal to find out if this is acceptable with him/her. Your prospective teacher may get approval without a meeting if that is the procedure followed in that school. If you receive a negative answer, express thanks to the teacher for considering you and start the process again.
6. Upon an affirmative answer from the Principal, you and your teacher should sign your agreements and share copies for each, and set up your schedule with the teacher.
7. By Wednesday, September 25th, turn in to me the following information:
Your name
Teacher's name
Principal's name
School
School phone
Grade
Subjects you will be observing
Time schedule for observation
Any problems you foresee or other concerns that you might have.