

## **INTERNSHIP CONTRACT EXPECTATIONS AND PLANNING FOR INTERNSHIP**

Participants will examine specific expectations for internship with the addition of considerations that are necessary due to the COVID-19 public health emergency. The Contract for Internship intends to direct the accomplishment of those expectations.

Please note that this internship is proceeding during the COVID-19 public health emergency. As a result, the student:

- i. acknowledges and agrees that the Placement may not provide a traditional internship experience, given the COVID-19 public health emergency and the COVID-19 Requirements;
- ii. agrees to participate in the Placement notwithstanding the COVID-19 public health emergency; and
- iii. agrees to comply with all COVID-19 Requirements during the Placement.

Moreover, Cooperating teachers and interns should be mindful that, if the COVID-19 Requirements or Public Health recommendations render the continuation of the Placement unsafe, unfeasible or impossible, the University may suspend or discontinue the Placement.

It is important that the Contract is solidified by the end of internship seminar or very soon after. The intern is responsible to provide a copy to the faculty advisor, and the cooperating teacher.

### **Internship Contract**

**Intern Name: Paul Woolley**

**Cooperating Teacher: Pam Ortman**

**School: St Theresa**

**Date: Fall 2020**

#### **I. Staff Items**

1. Division/School/Classroom COVID-19 health and safety workplace requirements and protocols  
Have read school specific return to school plan, completed safety modules, Masks required for staff, faculty is sending some
2. School Arrival Time and Departure Time  
Arrival 8:15-8:30  
Depart-Anytime after 3:50
3. Parking  
Park in church parking lot across the street
4. Security notes (general)  
Is aware of security drill procedures, will be involved in fire drills and lockdowns
5. Staffroom  
Clean-up:Will do with Pam when she is scheduled

Coffee Fund: NA

5. Coop illness plan Book a sub, text Paul, Sub will teach Pam's subjects, Paul will teach his subjects
6. Intern illness plan Text pam, send her lesson plan(s) for the day, email advisor and school admin
7. Staff meetings Wednesday mornings at 8:15-will attend
8. Staff PD Will attend and participate
9. Division PD- Will attend and participate
- 10.
11. School Rules and Procedures Handbook Will get copy from Pam, aware of them
12. School Administrative Staff Principal-Jackie Peat, Vice Principal Graham Hayes, Admin Assistants Wendy and Annalee

## **II. Extracurricular - may require adjustment given COVID-19 requirements and restrictions**

1. Assisting with Supervision of ExtraCurricular Activities Revisit If needed not happening at this time
2. Assisting with Intramural Activities-Revisit If needed not happening at this time
- 3.
4. Assisting with coaching-Revisit If needed not happening at this time
- 5.
6. Other (clubs, etc.) Some committees with Pam

## **III. Classroom/Student Items**

1. Rules & Procedures-Same as Pam
2. Emergency Plans and Procedures-Same as Pam
3. Classroom Teaching Assistants/Roles NA
4. Other Staff Timetable provided EAL and LLI pullouts
5. Student Profiles Forms and CUME files in office
6. Classroom Adaptations Pam will share,adapt lessons and plans as needed

#### **IV. Intern Workload - may require adjustment and modification to comply with COVID-19 requirements:**

1. Subject/class – all of internship Religion
2. Timetable for adding classes - dates/classes-Read aloud Sept 8th Religion Sept 14th Science Sept 21 or 28th Health-Oct 5th Fully Alive-Oct 13th Arts Ed-Oct 19th ELA-Oct 27th Nov 2nd-Math
  
3. Three-Week Block
  - a) dates Nov 2nd-24th
  
  - b) major subject ELA
  
  - c) units Silly Stories-ELA Artist Study-Arts Ed Safety-Health TBD-Math Structures-Science
  
5. Teaching in Minor Area-NA
  - a) meet to discuss expectations
  
  - b) timetable
  
  - c) evaluation process
  
6. Observe/Teach in other classrooms (what, who, when) Not possible at this time due to cohorts
  
7. Timetable for reducing workload Order TBD Starting Nov 25th-26th

#### **V. Student Evaluations**

1. Division Programs & Procedures-Student Achieve-Enter marks
  
2. School/Department Programs & Procedures Use of PBIS Matrix
  
3. Classroom Teacher Programs & Procedures-Pam will share and have routines for Paul to follow
  
4. Intern's Record Keeping process for student evaluations **Paul will keep records of formative and summative assessments, some will also be added to his portfolio**
  
5. Intern Role in Parent/Teacher Conferencing Paul will be apart of these either in person or online

#### **VI. Professional Items**

1. Learning Plans
  - a) formal plans (format, expectations) Formal lesson plans to start with a PDP Goal sheet

progressing to just having unit plans

b) day planner use To be used during 3 week block

2. Unit Plans for Block Teaching (format, expectations)

**Handing in a health and a math unit plan Backwards Design planning**

3. Professional Development Process

a) when is it being used 1x/day to start then 1x/subject during block

b) written feedback Provided on PDP Goal sheet

c) Review Adapted Mentorship Model and 4 Stage Gradual Release of Responsibility Model-Completed

4. IPP Schedule and Format - the Virtual Internship IPP Addendum may need to be considered in the IPP evaluation should COVID-19 restrictions alter the delivery of instruction

a) first - dates Oct 25th Pre Oct 5th

b) interim - dates Whenever faculty sends it out

c) third - dates Nov 20th

d) final - dates Dec 14th

5. Professional Growth Goals

a) Record of Achievement Keep in a folder, add to with time

b) Data Collection Feedback, Pam will do daily

c) Intern Logbooks (suggest items/sections - refer to p. 26 of Internship Manual)

## **VII. Faculty Advisor - to be completed with advisor**

1. Name:

Contact information:

2. Schedule of visits

3. Review of Logbooks

4. Review of Contract

5. Internship Placement Profile (IPP)

a) Review IPP #1

b) Interim Review/Sign/Return

6. Meeting to collect Final IPP

**VIII. Other**

1.

2.

3.

Contract Completion Date:

Intern Signature:

Cooperating Teacher(s) Signature:

Faculty Advisor Signature: