

George Mason University
EDCI 790: INTERNSHIP IN EDUCATION (6 credits)
Year Long Internship

Instructors:

University Facilitators and Clinical Faculty

Class Meets: Internship is scheduled in assigned elementary schools following the public school calendar. Seminars meet bi-weekly in assigned schools during the fall. Seminars are front loaded during the month of January, meeting 4 times on campus. Additional seminars are held at school sites.

I. Course Description

Provides intensive supervised clinical experience for two full semesters in an accredited professional development school. Interns are supervised in a school placement setting that includes observations and seminar experiences.

Prerequisite: Admission to the Elementary Education Licensure Program

II. Student Outcomes

This course will enable students to:

- Understand the central concepts, tools of inquiry, and structures of the discipline he or she teaches and create learning experiences that make these aspects of subject matter meaningful for students (Standard 1).
- Understand how children learn and develop and provide learning opportunities that support children's intellectual, social, and personal development (Standard 2).
- Understand how students differ in their approaches to learning and create instructional opportunities adapted to diverse learners (Standard 3).
- Understand and use a variety of instructional strategies to encourage student development of critical thinking, problem solving, and performance skills (Standard 4).
- Use understanding of individual and group motivation and behavior to create learning environments that encourage positive social interaction, active engagement in learning, and self-motivation (Standard 5).
- Use knowledge of effective verbal, nonverbal, and media communication techniques (including computers and other appropriate technology for a school setting) to foster active inquiry, collaboration, and supportive interaction in the classroom (Standard 6).
- Plan instruction based on knowledge of subject matter, students, the community, and curriculum goals (Standard 7).
- Understand and use formal and informal assessment strategies to evaluate and ensure the intellectual, social, and physical development of the learner (Standard 8).
- Be a reflective practitioner who continually evaluates the effects of his or her own choices and actions on others and actively seeks out opportunities to grow professionally (Standard 9).
- Foster relationships with school colleagues, parents, and agencies in the larger community to support students' learning and well-being (Standard 10).

Relationship of Student Outcomes to Specific Course Assignments

Student Outcomes/ INTASC Standards(above)	Course Assignments
Standard 1	A, B, C, D, E, F, G
Standard 2	A, B, C, E, F, G
Standard 3	A, B, C, E, F, G
Standard 4	A, B, C, E, F, G
Standard 5	A, B, E, F, G
Standard 6	A, B, E, F, G
Standard 7	A, B, D, E, F
Standard 8	A, B, E, F
Standard 9	A, B, C, E, G, H, I
Standard 10	A, E, F, G, H, I

Key:

Where A, B, C, etc. = course assignments listed below.

III. Nature of Course Delivery

In this course interns learn to plan instruction, teach children in all subject areas, and assess student learning both in upper and lower elementary grade levels. These experiences guide interns in preparing for their first teaching job and give them the tools to continue to inquire, reflect, and learn as part of their work as teachers. Seminars meet bi-weekly at elementary school sites and are conducted by university and/or clinical faculty members. These discussion seminars provide interns with the opportunity to explore characteristics of a classroom environment conducive to learning and to examine the roles of teachers and students in those environments. In their placements, interns are expected to: observe instruction at various age levels, plan with individual clinical faculty and grade level teams, teach individual lessons and units, and finally, assume responsibility for all instruction and professional duties of the clinical faculty in their second placement for a period of approximately 4 weeks.

IV. Required Texts and optional resources

Eby, J.W., Herrell, A. L., & Jordan, M. (2009). Teaching in the elementary school: A reflective action approach. (5th ed.). Upper Saddle River, NJ: Pearson Education, Inc.

Virginia's *Standards of Learning for K-6* (<http://www.pen.k12.va.us>)

Some excellent optional resources:

Wong, H.K., & Wong, R.T. (2009). *The first days of school: How to be an effective teacher.* New York: Harry K. Wong Publishing.

Wood, C. (2007). *Yardsticks: Children in the Classroom Ages 4-14*

Kagan, S. & Kagan, M. (2009). *Kagan Cooperative Learning (All Grades)* (www.kaganonline.com)

Kagan, S. *Silly sports and goofy games.* (www.kaganonline.com)

V. Course Requirements and Assignments

The following assignments are intended to further your understanding of planning, teaching and assessing learning in an elementary school setting (see the handbook at www.gse.gmu.edu/resources).

A. At the end of each placement, a presentation of reflections on a critical incident that occurred during that placement (see Internship Handbook).

B. Observations of Teaching

C. Co-Teaching

D. Supported Independent Teaching for year long interns

E. Independent Teaching

F. Substitute Teaching for year long interns

G. Attendance and Professionalism

H. Share Seminar Presentation

I. Formal Documentation of Progress

J. Virginia State Teacher Licensing Requirements

A. Reflective Presentations.

At the end of each placement, a presentation of reflections on a critical incident that occurred during that placement (see Internship Handbook). These reflections will be presented to UF, SF, CFs and other school faculty (SEE HANDBOOK FOR DETAILS).

B. Observations of Teaching

During the **fall semester**, clinical faculty will conduct at least four formal observations and university facilitators will conduct at least two formal observations of the intern's teaching. During the **spring semester**, clinical faculty will conduct at least four formal observations and university facilitators will conduct at least two formal observations of the intern's teaching. During spring semester, two observations by clinical faculty and one observation by university facilitators are conducted prior to independent teaching. Final observations are conducted during independent teaching.

C. Co-Teaching

Co-Teaching occurs during the entire fall semester and the first half of spring semester (see calendar). The clinical faculty member and the intern will co-plan specific experiences to be completed during the co-teaching period. The clinical faculty member and the intern will complete a weekly plan for co-teaching for each week of the semester.

D. Supported Independent Teaching (fall only)

Interns, in cooperation with their university facilitator, may be eligible to independent teach for a predetermined time frame prior to the end of the first semester of the school year. Supported Independent Teaching is optional based on the readiness of the candidate. This decision will be made jointly by the university facilitator and clinical faculty. Supported Independent Teaching may occur for a variable amount of time for different interns (i.e., anywhere from one week-2 weeks).

E. Independent Teaching

Prior to independent teaching, interns are required to prepare a 4-week overview for the instructional content of the independent teaching period, and the lesson plans for Week 1 of independent teaching according to the lesson plan format found in the PDS Manual. Interns are NOT permitted to begin independent teaching until these materials are prepared.

During independent teaching, interns assume responsibility for all instruction and professional duties of the clinical faculty for a period of approximately 4 weeks. Interns are required to prepare lesson plans for Week 1 according to the lesson plan format found in the PDS Manual, and for Weeks 2 through 4 following individual university facilitator and clinical faculty requirements.

F. Substitute Teaching

During the academic year the intern will be asked to substitute teach in a variety of settings. The schedule for sheltered substitute teaching and open substitute teaching is described in the PDS calendar. Some of these substitute teaching assignments will occur at the grade level of the placement, while other substitute teaching assignments will occur in a variety of grade levels depending on the time of the semester.

G. Attendance and Professionalism

Interns are expected to meet professional standards in every respect including personal appearance and behavior. Although accommodations are made for emergencies, outside commitments to family or an employer are no excuse for failing to fulfill all teaching duties and responsibilities. Because interns are not employees of the school division, they are not entitled to sick or annual leave; however, two days have been allocated in each semester for emergencies. Interns must familiarize themselves with the Faculty Handbooks for their respective school systems and should check with the Principal on school procedures regarding school calendar, school hours, absence from school/tardiness, leaving school during the school day, dress, confidentiality, child abuse, and substance abuse.

George Mason University has a contractual agreement with each of the participating school divisions. School divisions have the right to request an intern be removed from their assigned location.

H. Share Seminar Presentation

At the end of each semester interns will present at the school site's share seminar. The purpose of this session is reflection. Additional information will be provided by the University Facilitator/PDS Associate.

I. Formal Documentation of Progress

During the semester interns are responsible for (a) organizing binders for lesson plans and for evaluation forms etc., and for (b) completing a variety of forms to document their progress (see the Form Guidebook)

J. Virginia State Teacher Licensing Requirements

CARI Certificate

Interns are required to document their completion of the *Child Abuse and Neglect: Recognizing, Reporting, and Responding for Educators* training. The course is available at no cost at: www.vcu.edu/vissta/training/va_teachers

Praxis II

Interns are required to take the Praxis II Assessment prior to their application for a Virginia State Teaching License.

VRA- Virginia Reading Assessment

Interns are required to take the Virginia State Reading Assessment prior to January for a Virginia State Teaching License. The Virginia Reading Assessment Study Guide is available at www.vra.nesinc.com (Available test date November 4, 2006. REGISTER A MONTH BEFORE! ACT NOW!)

VCLA-Virginia Communication and Literacy Assessment

The VCLA is required for initial licensure and must be taken prior to January. For more information on the test and how to register, please visit <http://www.vcla.nesinc.com/> (Available test date November 4, 2006. REGISTER A MONTH BEFORE! ACT NOW!)

VI. Grading Policy

The Graduate School of Education has approved the following grading policy for EDCI 790.

1. The grading scale will be S (Satisfactory), NC (No Credit), or IP (In Progress) in accordance with GMU policy for internships and GSE policy for internships.
 - a. Grades of **S (Satisfactory)** performance by an intern in Elementary Education will be documented on the Evaluation Profile, and/or in letters of recommendation prepared by the cooperating teacher(s)/clinical faculty member(s) and university facilitator.
 - b. A graduate intern who receives a **NC (No Credit)** grade will not be recommended for teacher licensure unless he/she repeats all or part of the internship with satisfactory performance. This may require enrolling and paying tuition for additional credit hours in a subsequent semester, or paying a fee for extended supervision.
 - c. An intern whose performance cannot be evaluated at the end of the grading period will receive a grade of **IP (In Progress)**. An IP grade shall be changed to Satisfactory or No Credit for graduate students, upon completion of requirements (usually before the beginning of the next semester). There is no charge for the extension of the internships.
2. The cooperating teacher(s)/clinical faculty member(s) and the university facilitator shall determine the interim and final grades jointly after consultation. If they cannot agree, the Coordinator of Elementary Education in consultation with the Associate Dean of Academic and Student Affairs may be consulted to determine the grade based on a review of the documentation and, if necessary, observation of the intern's performance.
3. In some cases, a grade of No Credit may be accompanied by a recommendation that the student not be allowed to repeat the internship. In such cases, the student will be

counseled out of the licensure program although not necessarily out of the degree program.

4. The final grade will not be processed until the Summary of Internship Days of Supervised School-Based Teaching and Final Grade is complete and in the licensure office.
5. Interns are responsible for documenting all requirements and materials for licensure.
6. Interns are responsible for taking all tests required by the state and submitting the results to the licensure office prior to application for licensure.

TASKSTREAM REQUIREMENTS

Every student registered for any Elementary Education course with a required performance-based assessment (will be designated as such in the syllabus) is required to submit this assessment to TaskStream (regardless of whether a course is an elective, a onetime course or part of an undergraduate minor). Evaluation of your performance-based assessment will also be provided using TaskStream. Failure to submit the assessment to TaskStream will result in the course instructor reporting the course grade as Incomplete(IN). Unless this grade is changed upon completion of the required TaskStream submission, the IN will convert to an F nine weeks into the following semester. Exception: The PBA for this course is the Profile for Evaluation of Intern form. Scores will be submitted to TaskStream by your University Facilitator.

GMU POLICIES AND RESOURCES FOR STUDENTS

- a. Students must adhere to the guidelines of the George Mason University Honor Code [See <http://oai.gmu.edu/honor-code/>].
- b. Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/1301gen.html>].
- c. Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- d. The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu/>].
- e. Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See <http://ods.gmu.edu/>].
- f. Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.
- g. The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].

PROFESSIONAL DISPOSITIONS

Students are expected to exhibit professional behaviors and dispositions at all times.

CORE VALUES COMMITMENT

The College of Education & Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles. <http://cehd.gmu.edu/values/>

For additional information on the College of Education and Human Development, Graduate School of Education, please visit our website [See <http://gse.gmu.edu/>].

Profile for Evaluation of Intern

Intern: _____ **Spring** _____ **Fall** _____ **Yr** _____

School: _____ **Subject(s)/Level(s):** _____

Evaluator: _____ **Univ. Sup. Clin. Fac./Coop Tchr. or Intern**

Recommended Interim Grade: _____ **or End-of-Placement/Final Grade:** _____

This assessment of the intern’s performance is to be completed by the clinical faculty/cooperating teacher, the university facilitator and the intern. The items reflect the important standards and competencies expected of professional educators, and the rating scale reflects their movement toward achieving proficiency over the course of the internship. This form may be used to record the interim AND final ratings.

- A rating of 3 indicates that the Intern has achieved consistent proficiency in a particular skill or disposition. An average of 3 or higher across all areas (Grand Average) represents a passing grade for the FINAL PLACEMENT (Spring for all Teacher Candidates); first placement scores are not expected to be an average of 3
- Ratings of 1 or 2 indicate skills that require scaffolding and support on the part of the CF and UF in order for the Intern to develop the appropriate level of expertise. Please include comments that indicate a plan to address these skills and dispositions.
- Ratings of 4 or 5 suggest that the Intern’s performance regarding a skill or disposition is exceptional. These ratings should be reserved for documentable excellence. Please include comments that indicate the ways in which the Intern has exceeded expectations.
- The interim or final grade is based on this profile, but may not be numerically correlated.
- Graduate Grading Scale: S=Satisfactory; NC=No Credit; IP=In Progress

Performance Rating Scale

- 5 = Performance is of notable excellence.
- 4 = Performance often goes beyond expectations.
- 3 = Performance is consistently proficient.
- 2 = Performance needs some improvement.
- 1 = Performance needs significant improvement.
- NR = Performance on this item was not rated during this evaluation.

Summary of Scores:

Interim		Final	
Preparation & Planning	_____	Preparation & Planning	_____
Instruction and Management	_____	Instruction and Management	_____
Assessment	_____	Assessment	_____
Professional Development	_____	Professional Development	_____
Grand Average (average of scores)	_____	Grand Average (average of scores)	_____

I. Preparation and Planning	Interim	Final
Uses curriculum guidelines and learning standards during planning to meet the needs of learners.		
Develops unit and lesson plans to meet the developmental and academic needs of diverse learners.		
Plans a sequence of engaging activities, which are focused on achievement of the instructional objective(s).		
Selects learning experiences, technology and materials to accommodate different styles and levels of learning.		
Relates activities to students' culture, interests, knowledge, and experiences.		
Integrates materials and activities that are sensitive to culture, disabilities and gender.		
Gathers, creates and organizes materials and equipment in advance.		
Plans for using various methods to assess students' learning.		
Collaborates with other teachers and specialists in planning.		

Preparation and Planning

Average Rating (to 2 decimal places) _____

Interim Comments:

Final Comments: (use reverse side if needed)

II. Instruction and Management	Interim	Final
Uses a variety of teaching methods, techniques and strategies.		
Consistently presents accurate content.		
Consistently provides clear instruction		
Provides opportunities for learners to participate actively and successfully at different levels.		
Provides opportunities for learners to work independently and in cooperative groups.		
Encourages critical thinking and problem solving.		
Appropriately uses a variety of materials, technology and other media to achieve instructional objectives.		
Motivates students through interesting and challenging activities.		
Communicates high expectations while respecting individual differences and cultural diversity.		
Creates and/or uses established routines to provide an orderly and supportive environment.		
Demonstrates courtesy and caring in relationships with students.		
Manages time, space and materials to keep students productively involved in learning.		
Demonstrates ability to manage 2/+ classroom activities simultaneously, with evidence of attention to each		
Works toward developing a positive classroom community.		
Handles disruptive or destructive behavior firmly and fairly.		

Instruction and Management

Average Rating (to 2 decimal places) _____

Interim Comments:

Final Comments: (use reverse side if necessary)

III. Assessment	Interim	Final
Uses Assessment that matches the objective		
Uses assessment to inform future instruction.		
Adapts pacing, methods and materials using feedback from students.		
Assesses for understanding and mastery through observation of students' performance.		
Assesses for understanding and mastery through evaluation of students' work.		
Keeps records of students' progress and problems.		
Communicates with students to inform them of their progress.		
Gathers, organizes, and analyzes student data to communicate progress to others.		

Assessment

Average Rating (to 2 decimal places) _____

Interim Comments:

Final Comments: (use reverse side if necessary)

IV. Personal and Professional Development	Interim	Final
Possesses the basic skills and knowledge needed to guide students' learning.		
Demonstrates effort to continue learning both content and pedagogy.		
Reflects on his/her professional practice.		
Welcomes assistance for improvement.		
Implements suggestions and recommendations for improvement.		
Can develop and explain professional judgments.		
Engages in productive relationships with professional colleagues and support staff.		
Demonstrates stamina, flexibility and a positive attitude.		
Is responsible, dependable and observant of school policies and procedures.		
Demonstrates dispositions associated with an effective career educator.		
Projects a professional image in terms of demeanor and appearance.		

Professional and Personal Development

Average Rating (to 2 decimal places) _____

Interim Comments:

Final Comments: (use reverse side if needed)

Signatures (Interim Evaluation)

Clinical Faculty/Cooperating Teacher Date

University Supervisor Date

(The signatures below indicate review rather than agreement.)

Student Teacher/Intern Date

Principal (or Designee) Date

Signatures (Final Evaluation)

Clinical Faculty/Cooperating Teacher Date

University Supervisor Date

(The signatures below indicate review rather than agreement.)

Student Teacher/Intern Date

Principal (or Designee) Date

The information on this form becomes part of the student’s confidential record, and is not provided to prospective employers by the Graduate School of Education except through the grade on a transcript or in employment recommendation requested by the student.