

College of Education
Handbook for Final Internship



UNIVERSITY OF
SOUTH FLORIDA

COLLEGE OF EDUCATION

Table of Contents

Contents

Welcome Letter	ii
Contact Information.....	1
Clinical Education Coordinator	1
Chalk and Wire Help Desk.....	1
iTeach Lounge.....	1
Department of Teaching and Learning	1
Academic Programs/Program Coordinator	1
Important Dates and Deadlines:.....	1
Placement Changes	1
Paid Internships	2
Collaborating Teacher/Professional Practice Partner.....	2
Tuition Waiver Guidelines and Procedures	2
http://www.usf.edu/education/undergraduate/internship-requirements/internship-forms-guidelines.aspx	2
Purpose, Policies and Procedures of Final Internship.....	3
Objectives of the Experience	3
Conduct and Adherence to School Procedures	4
Attendance	4
Attire	4
Statement of Professional Disposition	Error! Bookmark not defined.
Components of Final Internship	5
Florida Teacher Certification Exam (FTCE)	5
Senior Seminar.....	5
ESOL Late Field Experience	5
Collaborating Teacher.....	7

School-Based Administration	7
University Supervisor	7
Academic Program Coordinator	8
Designated Personnel of the School District	8
Clinical Education Coordinator	8
Evaluation during Final Internship	9
Assessment	10
Grading	10
Transcripts and Letters of Completion	11
Letters of Recommendation	11
Applying for Teacher Certification.....	11
Career Services Resources for Resume and Cover Letter Assistance.....	11

Dear University Supervisors and Collaborating Teachers/Professional Practice Partners,

We appreciate your time, attention, and expertise in working with our College of Education intern as they head into the final stretch of their teacher education program. There is no greater gift to the profession than your willingness to open your classroom and your knowledge of the craft to these developing professionals.

All of our interns have successfully completed rigorous coursework in a state-approved program accredited by the NCATE/CAEP. All of our programs are developed and continuously evaluated by nationally recognized faculty, include field experiences, and culminate with interns passing the Florida Teacher Certification Exam. We believe a full-time internship is one of the most appropriate capstones for each of our programs, but is also the most challenging experience our students encounter in their development as educators. That is precisely why we look to our supervisors and teachers to collaborate with us in a partnership that will benefit the student, the college, our schools, and the teaching profession.

We encourage you to use this handbook as a helpful guide toward a positive experience with your intern. We will review all material contained in the handbook with our interns in an orientation held prior to their entry into your classroom. You can be certain that our interns have been informed about the purpose, framework, expectations, and assessments of internship. Additional materials and resources can be found on the Internship Requirements website at <http://www.usf.edu/education/undergraduate/internship-requirements/internship-information.aspx>.

Certainly, our handbook will never contain all that our interns need to be completely successful as a beginning teacher in your classroom. Therefore, we extend our gratitude for your time, talents, and energy you will share with our interns to facilitate their development. With your mentoring and coaching, we know our interns will hone their skills, challenge their beliefs, and develop a coherent, rational view of education in the dynamic environment of the public classroom.

Sincerely,

Jeany McCarthy, Ed.D.
Director of Student Academic Services
College of Education

Contact Information

Director of Student Academic Services

Jeany McCarthy, Ed.D.
mccarthyj@usf.edu
EDU 106
Phone: 813-974-2979
Fax: 813-974-3391

Academic Program Specialist

Jordan Gravlee
jgravlee@usf.edu
EDU 106
Phone: 813-974-4567
Fax: 813-974-3391

Department of Teaching and Learning

Jenifer Scheider, Ph.D. & Michael Berson, Ph.D.
Co-Chairs, Department of Teaching and Learning
Phone: 813-974-4110
Email: jschneid@usf.edu & Berson@usf.edu

Academic Programs/Program Coordinator

- Department of Teaching and Learning
<https://www.usf.edu/education/about-us/departments.aspx>

Chalk and Wire Help Desk

EDU 262
Phone: 813-974-4422
Email: chalkandwirehelp@coedu.usf.edu

iTeach Lounge

EDU 252
Phone: 813-974-6816
Email: iteachlounge@usf.edu

Placement Changes

Please remember that any change of placement must be coordinated by the Program Coordinator before any final decision is made. The Clinical Education Coordinator serves as the liaison between the school district, the academic departments, and the intern in matters involving a change of placement.

If the intern is unable to reach the Program Coordinator, the intern should contact Jordan Gravlee, Academic Program Specialist, at: jgravlee@usf.edu, 813-974-4567.

Paid Internships

In some cases, a student with an earned bachelor's degree and appropriate job offer may receive pay during his/her internship. The intern and job opportunity must meet eligibility criteria in order to be approved by their academic program and the college.

For more details about paid internships, questions can be directed to Jordan Gravlee, Academic Program Specialist, at: jgravlee@usf.edu, 813-974-4567.

Collaborating Teacher/Professional Practice Partner

Tuition Waiver Guidelines and Procedures

In recognition for their dedicated work with a USF Final Intern, host teachers are eligible to receive a tuition waiver for six credit hours of tuition credit at any Florida state university in one semester. To obtain your tuition waiver, follow the link below to the Intern Certificate of Participation Guidelines and Procedures for Pre-Service Collaborating Teachers and the Certificate of Participation Requisition form. Follow the instructions provided to complete and submit the requisition form. Note the deadlines to submit these forms each semester.

<http://www.usf.edu/education/undergraduate/internship-requirements/internship-forms-guidelines.aspx>

Purpose, Policies and Procedures of Final Internship

The final internship is the culminating capstone experience of your professional program, and it represents the opportunity for teacher candidates to integrate and apply their developing practice knowledge derived from their coursework and previous clinical experiences. The overarching purpose is to develop teacher candidates as effective practitioners.

An intern is not a teacher's aide and is not training to become a teacher's aide. Interns are pre-professional teachers who are honing their pedagogical skills under the guidance of an experienced teacher mentor. Generally, interns may not assume substitute positions during the internship unless the academic department has developed an agreement with the school district that allows for this transition in status. Interns should speak with their university supervisor regarding this matter if they have questions.

Objectives of the Experience

Key objectives of the internship are to provide the intern with opportunities for the following:

- To develop a coherent and rational view of current professional practice in education
- To establish a collegial relationship with members of the school staff, parents, and all persons interested in the education of the students
- To become skilled in teaching by understanding the behavior of pupils, managing student learning and applying educationally sound principles of learning
- To enhance instructional competencies by:
 - selecting and specifying goals and objectives
 - selecting instructional strategies
 - selecting instructional materials
 - organizing classroom groups and activities
 - implementing lesson plans
 - collecting data to use for student improvement
- To develop skills in performing normal administrative duties including the maintenance of required records and the submission of required reports.

Conduct and Adherence to School Procedures

The intern should be considered a professional member on the school staff. Conduct expectations should be appropriate to the position, conforming to the morals and customs of the school.

An intern is expected to:

- Be at the school during the hours of the teaching staff and be punctual
- Follow the calendar of the School District
- Abide by the regulations and rules of the school and School District communicated in the school's handbook
- Attend all meetings and professional development opportunities offered to collaborating teacher unless directed otherwise by the school principal
- Practice sound professional ethics and hold all information in confidence concerning children or others as directed
- Limit cell-phone use to non-student instructional time during the school day
- Use school email system for school related business only
- NOT engage in social media of any kind with their students

Attendance

Each program has a specific policy regarding absence from internship and procedures for approval of absence and make-up days. Please consult your program handbook, guide, or syllabus regarding your program's policy. In all cases, if illness or an emergency should require the intern to be absent from school for any period of time, **it is the responsibility of the intern to let the collaborating teacher, university supervisor, and the school secretary know immediately.** In cases of prolonged or repeated absences, the university supervisor will, after consulting with the collaborating teacher, principal, and program faculty, determine whether the intern's experience will be extended or repeated in a subsequent semester. Such decisions should be communicated to Jordan Gravlee, Academic Program Specialist, at jgravlee@usf.edu.

Attire

The intern will be dressed appropriately for the role of a professional person, conforming to the dress code and culture of the assigned school and the school district.

Components of Final Internship

Florida Teacher Certification Exam (FTCE)

Passing all appropriate sections of the Florida Teacher Certification Examination (FTCE) is a requirement for successful completion of the final internship.

All interns must submit their official FTCE Professional and Subject Area test scores to their academic advisor in Student Academic Services in EDU 106, 1st Floor, College of Education by the Friday after semester Commencement Ceremony. Failure to submit passing FTCE scores to Student Academic Services may jeopardize your graduation for the semester in which you intern.

Resources are available to you through the College of Education to help you prepare for the FTCE. To learn more about these resources, visit the College of Education FTCE Support Resources website: <http://www.usf.edu/education/academics/teacher-certification/index.aspx>

Senior Seminar

Some programs require that an intern take a Senior Seminar concurrently with the final internship and for which they receive a separate grade. Senior Seminar is an opportunity for the intern to meet with a faculty member and other interns in a respectful, safe setting to reflect upon their internship. The seminar will offer interns support and feedback as they progress through the experience. Interns can learn about whether they are required to enroll in a Senior Seminar, how it is conducted, and where and when the seminar meets by meeting with their academic advisor.

ESOL Late Field Experience

Some of our undergraduate and graduate programs are ESOL endorsed. To learn whether your program is an ESOL endorsed program, review the information at this link <http://www.coedu.usf.edu/main/ESOL/ESOL.html>

In order to graduate from an ESOL endorsed program, all ESOL requirements must be satisfied.

One of the requirements for the ESOL endorsement is the ESOL Late Field Experience. Students must document that they have successfully taught in a classroom where there was at least one ESOL Student. ESOL competencies include planning, implementing, and evaluating instruction for one or more students over a series of weeks (min. 2 weeks). The field experience can start at any time after the ESOL 1 course, and up to through their final internship. In an ideal late field experience/internship situation, the student-teacher will be placed in a classroom with an ESOL-endorsed collaborating teacher and one or more ESOL students. Student-teachers are placed in a classroom with the appropriate ESOL conditions by their internship supervisor.

To learn more about ESOL Late Field Experience, review the information at the link provided. <http://www.coedu.usf.edu/main/ESOL/ESOL.html>.

If you feel you are in need of an ESOL late field experience and did not note that on your internship application, please contact Jordan Gravlee, Academic Program Specialist, at: jgravlee@usf.edu, 813-974-4567.

Social Media Policy

Since your admission to the College of Education, you have been informed of the Social Media Policy and its impact on your continued admission. Review the information at the link provided regarding your use of media during your final internship:

<http://www.usf.edu/education/documents/admissions/social-media-guidelines.pdf>

Support System through Final Internship

Throughout the internship experience, the intern is provided with a support system focused on helping them to develop as a beginning teacher. Key participants in the support system are: the collaborating teacher, school-based administration, the university supervisor, Department Program Coordinator, the designated representative of the school system, and the Clinical Education Coordinator.

Collaborating Teacher

The collaborating teacher must meet certification standards of the State of Florida in the area of the intern's major. Teachers must have at least three years of service in the Florida state school system and be highly competent, demonstrating expertise in the classroom, skilled in interpersonal relationships, and interested in guiding interns. Each collaborating teacher is required to have successfully completed a state endorsed Clinical Educator Training. The collaborating teacher plays a critical role in the teacher education process. By agreeing to accept an intern, the collaborating teacher affirms a commitment to the profession to aid in the development of highly qualified beginning teachers. Teachers are expected to create an atmosphere of acceptance for the intern that invites collaboration and mentoring.

Resources for Collaborating Teachers are accessed through Canvas. Collaborating teachers are asked to "enroll" in the CT Info Canvas site, review the contents, and then return to them as often as needed throughout the internship experience. To enroll, follow the link provided here: <https://canvas.instructure.com/enroll/4R988N>

NOTE: On the Tampa Campus, the Special Education programs use the term "Professional Practice Partner" (PPP) to refer to the new role developed that encompasses responsibilities of both the collaborating teacher and university supervisor.

School-Based Administration

The principal works closely with the designated representative of the school system in placing interns with teachers under conditions most suitable and beneficial for the intern. The principal encourages outstanding classroom teachers to become collaborating teachers, but is urged to place interns only with teachers, or teams of teachers, who request such an experience. The principal treats interns as beginning faculty members, interpreting school policies accordingly.

University Supervisor

The university supervisor works closely with the principal and collaborating teacher in interpreting the program, visiting as often as possible to share in the evaluation of the intern's progress and providing assistance and advice in problem situations. Depending upon the situation, the intern may not be notified in advance of the visit. The supervisor is ultimately responsible for the grade assigned for the internship.

- The university supervisors are willing to discuss matters relating to the intern with the collaborating teacher.

- The university supervisor will evaluate the intern's teaching with the intern and the collaborating teacher and assign the final grade based upon conferencing with the collaborating teacher. In between scheduled or unscheduled visits, the intern may contact the university supervisor at any time to discuss concerns and problems and request extra visits as deemed helpful.

The supervisor will work very closely with the intern so that the internship is a satisfying and rewarding experience, both personally and professionally.

Academic Program Specialist

The Academic Program Specialist serves as a liaison between the collaborating teacher, the university supervisor and the intern. This person helps resolve any challenges that may arise among these participants and, if necessary, will arrange for a Professional Standards Committee meeting with the intern. This person is also an appropriate contact for interns in the event that the university supervisor and department program coordinator are not available. (jgravlee@usf.edu; 813-974-4567).

Designated Personnel of the School District

The representative works directly with the Office of Student Academic Services in the College of Education in all activities on the school system level and serves as the major liaison with the College of Education. The representative consults with local supervisors and principals in making intern assignments within the individual schools.

Clinical Education Coordinator

The Clinical Education Coordinator works directly with the designated representative of the superintendent of schools in each county or school system in interpreting the program and in assigning the intern according to the policy of the particular county or school system. The office personnel serve as liaisons between the individual school systems and the College of Education. The Clinical Education Coordinator assists university supervisors on specific problems involving interns.

NOTE: For secondary programs, the Secondary Field Experiences Coordinator is the appropriate contact for university supervisors and interns. (Isabella@usf.edu; 813-974-4947)

Framework for Final Internship

Each teacher preparation program has a unique framework for final internship. In all cases, the framework will scaffold your experiences in the classroom in collaboration with your host teacher. Please see your program handbook, guide, or syllabus for details about your internship experience.

Evaluation during Final Internship

Every intern wants to know "how am I doing?" In most cases, there are two parties who will assess the intern's performance: the assigned mentor/collaborating teacher who will observe evaluate and communicate daily; and the assigned USF University Supervisor, who will perform observations and evaluations throughout the final internship.

As a member of the profession who has assumed responsibility for an intern, a mentor/collaborating teacher has the obligation to provide the guidance necessary for developing the intern's teaching abilities. **Day-to-day informal discussions with the assigned mentor/collaborating teacher are necessary for checking over plans and materials and evaluating together the intern's teaching as well as reviewing plans for the next day.**

It is advisable for the mentor/collaborating teacher and intern to set aside some time each week to evaluate the week in total and make plans together for the week ahead; to discuss teaching techniques and materials; to look at specific problems which have occurred; and access areas of teaching.

Everyone thrives on authentic praise and recognition. It is suggested that the teacher find an area a day in which the intern can be honestly praised. Nothing succeeds like success!

The collaborating teacher is expected to:

- Provide feedback on the intern's performance in both informal and formal ways, and to provide support necessary for the intern to develop and refine his/her professional practice skills.
- Provide for continuous evaluation of the performance of the intern through daily contact, weekly conferences in which the intern will receive written anecdotal feedback, self-evaluation sessions and the completion of the formative evaluation forms.

Assessment

While each program may require a variety of assessments and coaching be conducted among teacher, university supervisor, and intern, all interns should expect to receive multiple formal assessments. All interns will be evaluated using the USF Final Summative Evaluation at the end of their experience. This evaluation form corresponds with the Danielson Evaluation Tool/Rubric used by Hillsborough County Public Schools. Collaborating teachers and university supervisors will submit final summative evaluation scores through Chalk and Wire, and the evaluation will be reflected in the intern's Chalk and Wire portfolio.

Surveys

Interns can expect to complete a disposition and exit survey to be explained at the Internship Orientation.

Grading

The grade awarded to you in your final internship will be determined by your university supervisor in collaboration with the classroom teacher. For some programs, final internship is graded on a satisfactory/unsatisfactory scale; in other programs, students are assigned a letter grade. Students who complete the experience successfully will earn a passing grade in the experience. If, for a variety of reasons, the experience is not satisfied, there are a few possibilities with respect to the final grade and actions that follow. To learn more about how grades will be awarded and under what conditions, review the information at the link provided.

Reminder: Interns must submit both passing FTCE Professional and Subject Area test scores to Student Academic Services/EDU 106 by the Friday after semester Commencement Ceremony.

<http://www.usf.edu/education/undergraduate/internship-requirements/internship-policies.aspx>

Teacher Certification and Employment

Transcripts and Letters of Completion

Interns can order official transcripts from the Registrar's office via Oasis. If you order a transcript, it is important that you indicate in your order to "hold on printing" until your degree statement is posted. Occasionally an intern is offered employment prior to his/her degree being posted on the transcript. When this happens, students often ask for a letter of completion from Student Academic Services. A letter of completion is an official letter from our college that states you have been awarded your degree but the processing is still occurring and your transcript is not yet ready.

Not all interns need a letter of completion! Not all counties will accept a letter of completion! If you are offered a job and your transcript is not ready, take these steps:

- 1) Contact the Human Resource office in the school district where you are seeking employment.
- 2) Ask them to identify what paperwork.

Letters of Recommendation

After an internship is completed, a collaborating teacher may be asked by a principal or school district to complete a recommendation form on the intern. It is expected that a recommendation given by the collaborating teacher would closely mirror the ratings given on the Final Summative Evaluation Form.

Applying for Teacher Certification

At the time your degree is conferred, you will be thinking of how to go about gaining teacher certification. For detailed information concerning how to apply for your teacher certification, visit the Florida Department of Education site. <http://www.fldoe.org/edcert/steps.asp>

Career Services Resources for Resume and Cover Letter Assistance

Every student should have a resume that reflects their education and experience. We recommend that in today's competitive environment, you engage the services offered at USF's Career Services. Their expert advice can bridge the transition from student to professional. Below is a link to the Career Services.

Career Services: <http://www.usf.edu/career-services/>

Resume Writing:

http://usfweb.usf.edu/courseresources/us/sls2401/web_resume/resume/story_html5.html