

**EAST CAROLINA UNIVERSITY
OFFICE OF CLINICAL EXPERIENCES (OCE)**

Speight Room 110

Greenville, North Carolina 27858

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<http://www.ecu.edu/cs-educ/oce/index.cfm>

Intern I Clinical Teacher Checklist & Timeline

| Number | Items | Timeline |
|--------|---|-------------------------|
| 1. | Orient intern to the school and community (Resource: Intern Orientation checklist) | Beginning of Intern I |
| 2. | Become familiar with the assignments that intern must complete at the course site by requesting to review syllabi | Beginning of Intern I |
| 3. | Review the contents of the Intern I Agreement Form and determine the dates in which the intern will be at the school site (Intern I interns follow the ECU calendar.) | Beginning of Intern I |
| 4. | Orient the intern to your classroom (Resource: Shared Expectations for Internship.) | Beginning of Intern I |
| 5. | Complete Taskstream Information (within 1st 2 weeks) | Beginning of Intern I |
| 6. | Enter CT information into Taskstream (within 1st 3 weeks) | Beginning of Intern I |
| 7. | Review with the intern the contents of the Disposition Form B | Beginning of Intern I |
| 8. | Complete Intern I Support Survey sent via email. | Midway through semester |
| 9. | Make time to conference with the intern to address any questions or concerns. (Minimum documentation of three conferences on Intern I Agreement Form.) | Throughout Intern I |
| 10. | Approval and critique all plans before they are taught. | Throughout Intern I |
| 11. | Provide the intern with feedback - both positive comments and suggestions for improvement. | Throughout Intern I |
| 12. | Involve the intern in a variety of classroom activities (Resource: Suggested Activities and Responsibilities) | Throughout Intern I |
| 13. | <u>Share</u> materials and ideas | Throughout Intern I |
| 14. | Keep a record of attendance and tardiness of the intern. If excessive, report to the university via your contact. | Throughout Intern I |
| 15. | <u>Rate</u> the intern on the Disposition Form B and complete with the intern on paper and intern will scan and upload the paper into Taskstream. OCE does not need a copy. | End of Intern I |
| 16. | <u>Meet</u> with the university supervisor during the first ten days of the Internship II semester. | End of Intern I |