**CTSE 4923**

**Fall 2015**

Intern Information Sheet

**For:** Serra, Victoria, Jordan, and Lacey

**From:** Mrs. Latasha Warner

**Contact Information**

**Email:** **hamillb@auburn.edu**

 **Phone: 706-617-4857 (cell)**

**FYI-**The best way to contact me is through email or text message. I check emails a few times a day, so I should be able to respond rather quickly; however, there may be times when a 24-hour turnaround is necessary. If you need something right away, please text me, so I’ll be able to respond more quickly. I live on Eastern time, so please keep that in mind if you need to contact me by phone.

**Availability for Observations**

Once I have seen everyone’s class schedules, I will put forth some possible observation dates for your choosing. I am going to have the most open schedule on Tuesday and Thursday afternoons. I will also be available in the early mornings on MWF.

**A Note on Observations**

I prefer to have the first observation early on. The first observation is a time for formative assessment, feedback, and reflective practice. We will focus on what you are doing well and what you need to work on. The PWS will likely be the second observation, making the third observation the classroom observation instrument. For each observation, you will be asked to complete a post-observation reflection. I will discuss this in more detail when I meet with you individually at our initial meeting.

**Initial Meeting**

This is not an observation but a chance for me, you, and your collaborating teacher to discuss 1) your goals for the semester; 2) your discussion of our ELA principles; 3) the formative and summative assessments that occur throughout the term (the PWS, Classroom Observation Instrument, EDUCATE Alabama Assessments, Professional Dispositions Checklist) 4) the feedback you will receive from your collaborating teacher (via the above) and from me. For the meeting, keep these in mind.

Please allow **30 minutes** for this meeting.

The initial meeting should take place early during the semester, preferably within the next two weeks. Email me with a time that works for you and your collaborating teacher and we can confirm it.

Please have ready for me a copy of your *emergency contact* information and *internship class schedule* (the schedule of your collaborating teacher). Prior to my visit, you should also complete the EDUCATEAlabama self-assessment and use that to identify three goals you have for the first half of the semester. Please provide me a copy of your goals and the means to accomplishing them.

**Lesson Plans**

* You will complete lesson plans for each day/week that you teach any classes. Lesson plans will be due on Fridays by 6 p.m. Be sure these lesson plans reflect the plans for the following week. For example, if you teach a class on Monday, August 24, your lesson plans should be posted to CANVAS no later than 6 p.m. on Friday, August 21.

**Lesson Designs**

For each observation, have your lesson design submitted on CANVAS to me at least 24 hours in advance (see lesson design format handout on Canvas). This should include all handouts you will use.

\*\*Please note that any information in this sheet is subject to revision. Any revisions will be communicated to you through emails, in person, and/or on CANVAS.\*\*