Dear Caitlin and Marie,

It is wonderful to hear that you have arrived safely and are excited about your upcoming work. That is great news! This information sheet describes the major assignments for your internship. Over the course of the semester, I will send out reminders to you of assignments that are upcoming or due, so that we can keep on schedule.

*My Role* – I am less an evaluator or judge and more of a support for COST interns. If you have a question or frustration to share, send me an email. If you experience a triumph, let me know! If you want to troubleshoot a problem, we can figure it out together. Below, I describe the major assignments and procedures for internship.

**Regular Assignments to Send via Email**

*Regular reflections* – every two weeks, send me a note via email about what you are doing and learning. What are you impressed by? What questions do you have? What future possibilities or problems do you anticipate? The due dates for reflective emails are below.

January 19

February 2

February 16

March 2

March 16

March 30

April 13

*Lesson plans* – I will attach a separate template in another email. These plans are not the elaborate ones we use for the PWS. Even these short versions will help me understand how you are doing and what you are teaching. To start, send these plans to me “after the fact” -- every weekend or Sunday will work. For the “comments” box, note what worked well and what did not. I know that some of your teaching will be sporadic, so fill in whatever days you were responsible for instruction, even if it is just one or two days.

**Your Mentor Teacher is Responsible For…**

1. Midterm Paperwork:
	1. EDUCATE Alabama Standards Checklist (p. 39-40 handbook)
	2. Professional Dispositions Checklist (p. 44 handbook)

\*\* note: February 27th is the mid-term date. Make that your target date for sending me the mid-term paperwork.

1. Final Paperwork:
	1. EDUCATE Alabama Standards Checklist (p. 39-40 handbook)
	2. Professional Dispositions Checklist (p. 44 handbook)

\*\*final paperwork is due in the Tk20 system by April 25th. Please send to me by **April 21st**. For mid-term and final paperwork, make a copy and send to me via email.

1. Using the COI form for one of your observations (**C**lassroom **O**bservation **I**nstrument). \*\* Also send to me via email once the form and observation is complete.
2. Helping you pick out a PWS topic, observing one of your PWS lessons, and giving you feedback according to the PWS directions.

A note on the planning section. In order to approve your PWS topic, I need to see your answers to the planning questions and your 5 lesson designs **at least a week before your PWS unit is scheduled to begin.**

**Your Stateside Supervisor (Sams) is responsible for…**

1. Gathering and responding to your reflections and lesson plans
2. Mentoring you through the PWS process. As we discuss your PWS projects, please remember to send me your planning questions and PWS lesson plans at least one week prior to the beginning of your unit. I will read, approve, and suggest changes if required.

An additional note about the PWS. Since the written report takes time and I need to read and send you suggested revisions, please complete the teaching of the PWS unit during the following window of time: **February 17th-March 21st**. This does not mean that you need to have finished writing the full report by March 21st. But do complete the teaching of your unit. This will give you ample time to write the reflection and analysis portions and me time to read and approve your drafts before the final upload deadline **(April 25th)**.

1. Gathering the paperwork filled out by mentor teacher, mentioned above.
2. Entering any evaluation data into the Tk20 system on your behalf.

**April 25, 2014 is the absolute deadline for receiving all evaluation materials and uploading PWS.** You have to upload your PWS document before I can score it.

To this email, I have attached 1) a copy of the lesson plan template that you can use when you send me your weekly plans 2) a copy of the COI form for the ELA program. Your mentor teacher can use this for the COI observation 3) A copy of the ELA program PWS requirements. Let me know if you have any questions.