

TO: 2009-2010 Interns and Mentor Teachers

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RE: Placement information

Welcome to the 2009-2010 Internship! Included in this Information Packet is:

- TE 801, 802, 803 & 804 Course Schedule
- Fingerprinting information
- Initial Meeting Checklist
- Spring and Summer Planning Checklist
- Planning Guide
- Placement Confirmation Form

The Secondary Team website is: <http://edweb2.educ.msu.edu/team4/>. Please bookmark this page, and look here for information about upcoming events. The *Intern-Mentor Teacher Handbook* can be found at this site, by clicking on the “Handbooks” button at the left. You can look here for more extensive information about the internship year procedures and policies. A version of the handbook updated with 2009-2010 dates and other minor revisions will be available after the end of the 2008-2009 internships.

In addition to the items provided here, please consult the handbook on pages 35-36 for the ***Substitute Teaching by Interns Policy***. To summarize the policy:

- Interns can begin subbing for **their** mentor teacher after the First Guided Lead Teaching is completed (usually around the middle of October) with the consent in writing of the mentor teacher, field instructor and building administrator. (NOTE: interns may sub for a total of 15 days during the year long internship)
- Interns could be considered for a long term subbing position in their placement school after April 15 with the consent in writing of the mentor teacher, field & course instructors, building administrator and MSU Team Coordinator

Please review this information together and email your placement coordinator if you have questions.

THE OPENING DAY INSTITUTES

Southeast Michigan Area -- Wednesday, August 26, 2009, 9:00AM to noon
Detroit Federation of Teachers Bldg (DFT), 2875 W. Grand Blvd, Detroit, MI

Lansing, Grand Rapids & Flint Areas --Thursday, August 27, 2009, Erickson Hall
Kiva, MSU, New Mentor Teachers—8:15AM to noon, Experienced Mentor Teachers—
9:30AM to noon, Interns---9:30AM to noon

**Secondary Intern
2009 - 2010
Course Schedule**

Fall 2009

TE 801 meets from 9:10 AM to 12:00 PM

TE 802 meets from 12:40 PM to 3:30 PM

Meeting dates for class: **Sept** 4, 11, 18, 25; **Oct** 16, 23, 30; **Nov** 20; **Dec** 4, 11, 18

Spring 2010

TE 803 meets from 12:40 PM to 3:30 PM

TE 804 meets from 9:10 AM to 12:00 PM

Meeting dates for class: **Jan** 15, 22, 29; **Feb** 5, 12; **March** 19, 26; **April** 16, 23, 30

Secondary Intern Convocation Ceremony

Friday, April 30, 2010

4:00 PM to 6:00 PM

On the MSU campus

All interns will enroll in TE 501, TE 801 and TE 802 during Fall 2009 (12 credits) and will enroll in TE 502, TE 803 and TE 804 during Spring 2010 (12 credits). Information about the specific sections of the internship courses in which students should enroll will be available at a later date. **Interns should plan to enroll for internship courses between May 16, 2009 and July 24, 2009.** A late fee of \$50 will be charged to interns not enrolled by 8 pm on 7/24/09.

Secondary Intern Course Assignments Fall 2009 & Spring 2010

TE 501/2 section 4—Lansing & Flint interns

Section 5—Grand Rapids interns

Section 6---Detroit interns

Section 7---Art interns (regardless of their placement)

Section 8---AG interns (regardless of their placement)

Section 9—Kinn interns (regardless of their placement)

**TE 801/3 section 11—Detroit interns at Utica, Troy, Ferndale,
Berkley and Royal Oak**

Section 12—Detroit interns at Southfield & Detroit PS

**Section 13---Detroit interns at Novi, Walled Lake, Waterford,
Plymouth, Rochester and Farmington**

**Section 14---Otto MS, Pattengill MS, Grand Rapids City MS,
Crossroads MS, Kentwood MS**

15---Holt HS, Holt 9th Grade Campus, Holt JHS

**16---Hudsonville HS, East Kentwood HS, Mason HS,
Williamston HS, St. Johns HS, E. Lansing HS,
Charlotte HS, DeWitt HS, Sparta HS**

**17---DeWitt MS, Kinewa MS, Chippewa MS,
Mason MS, Williamston MS, MacDonald MS,
Stockbridge MS, Bath MS, St. Johns MS,
Owosso MS**

**18---Springport HS, Milan/Dundee HS, Eastern HS,
Jackson NW HS, Carmen-Ainsworth HS,
Waverly HS, Sparta HS, Clarkston HS**

19---Northview HS, Grand Rapids City HS, Everett HS

**20---Grand Ledge HS, Haslett HS, Leslie HS,
Mesick HS, Maple Valley HS, Caledonia HS,
Lowell HS, Perry HS**

21---MUSIC students ONLY

TE 802/4 section 11—World Language majors only

Section 12 or 13—English majors only

Section 14, 15 or 16—Social Studies majors only

Section 17 or 18—Science majors only

Section 19---AG majors only

Section 20 or 21—Math majors only

Section 22—Art majors only

Section 23---Kin majors only

**Secondary Intern
2009 - 2010
Fingerprinting Information
(Updated 3/16/09)**

Since July 1, 2008, the State of Michigan has required that all individuals “employed or regularly and continuously working” in Michigan schools must be fingerprinted using the LiveScan technology (digital fingerprinting) and submit to criminal background checks. This includes any individuals acting as substitute teachers.

Our partner schools vary in their interpretation of the fingerprinting/background check regulations with respect to teacher candidates, but most schools are now requiring student teachers and interns to be fingerprinted. As a result, the MSU policy is:

ALL MSU INTERNS MUST BE FINGERPRINTED PRIOR TO BEGINNING THE INTERNSHIP SO THAT A CRIMINAL HISTORY BACKGROUND CHECK (CHBK) CAN BE CONDUCTED BY THE MICHIGAN STATE POLICE.

Michigan State University does not participate in the fingerprinting process, and neither your fingerprints nor the results of this background check are delivered to MSU. The fingerprinting and background check process takes place between the intern and the placement school district directly.

A number of options exist for completing the fingerprinting and background checks.

- A. For those interns who have already completed the fingerprinting and background checks at Ingham ISD, you must give permission to release the information to your placement school by printing and completing the Authorization for Release of Any Criminal History Records form available at: http://www.inghamisd.org/doc/human_resources/2008/release_form.pdf. The completed Release Form should be faxed to (517) 676-4294.

- B. **Most** interns who wish to be eligible to be paid as substitutes for their mentoring teachers must be employees of the Professional Educational Services Group (PESG). Information is available at <http://www.subpass.com/>. To see whether your placement school participates with PESG, click on the “Districts” button on their home page.
 - When students register with PESG, they complete two forms as part of the application: (1) a Livescan Fingerprint Request and (2) a Criminal Background Check, Declaration, Release, and Authorization.
 - Students registering with PESG have two options for fingerprinting. They may:
 - Visit www.ibtfingerprint.com and enter PESG’s agency ID number (64228K) at the prompt. Entering a zip code or Michigan region directs applicants to the nearest fingerprinting location. The charge for fingerprinting through IBT is \$62.50 and can be paid by check or credit card.
 - Call Joseph Young and Associates at 1 800 776 4007, and then report to the agency’s office at 801 South Cedar Street, Mason, MI 48854. The charge is \$60.00 and can be paid with cash or a money order.

- When the student goes to be fingerprinted, she/he must take the Livescan Fingerprint Request form, a valid driver's license, and payment.
 - As a PESG employee, a copy of the CHBK will automatically be sent to the ISD in which the student is interning (and therefore eligible to sub). The school district in which the student is placed can contact PESG directly to request the CHBK results.
- C. If an intern is not registering with PESG at this time, he or she may go to the Ingham ISD to be fingerprinted. In this case, results of the CHBK are sent to the school district in which they will be interning (using the Ingham ISD release form and the school district's agency ID number). Results can be sent to additional schools or PESG. The process for being fingerprinted at the IISD follows; this information is also available at www.inghamisd.org/human_resources/fingerprinting.html
- Call (517) 676-1051 for an appointment.
 - Print and complete the Livescan Fingerprint Background Check form (http://www.inghamisd.org/doc/human_resources/2008/livescan_fingerprint_background_check.pdf). The student must include the agency identification number of the school district in which he or she will intern. If the ID number is not already indicated on the downloaded form, he or she must contact the school district and obtain the appropriate agency ID number.
 - The fee is \$65.00. The student can bring a check or money order made payable to Ingham ISD; alternatively, he or she can use a credit card or e-check at http://www.inghamisd.org/human_resources/fingerprinting.html. The student must present a copy of his or her printed receipt as proof of payment at the time of fingerprinting.
 - Fingerprinting is done at the Thorburn Education Center, 2630 W. Howell Rd., Mason. The student must show pictured identification, such as a driver's license, to verify identity.
 - Once these steps have been completed, the student receives a receipt indicating that the criminal history process has been initiated at Ingham ISD. A copy of this receipt should be provided as a courtesy to the district in which the student is interning. The actual CHBK results will be sent directly to the district approximately one week later.
- D. If the student is not currently in the mid-Michigan area and interning in a district that is not participating with PESG, the student should contact the Human Resources Department of their internship school district for more information about how to have their fingerprinting and background check information delivered to the district.

Secondary Teacher Preparation Team
INITIAL MEETING CHECKLIST

This checklist suggests the steps you need to take to meet your mentor and confirm your placement.
 PLEASE KEEP THIS FORM FOR YOUR RECORDS

Make appointments with your mentor teacher	Notes
___ Call your mentor to schedule a visit to observe the mentor working with students and a meeting to talk about the coming year. Let the mentor know that you have been given a checklist of items to discuss and complete during the meeting. The mentor should also have a copy of this checklist, available at http://ed-web2.educ.msu.edu/team4/ .	
___ Take this checklist and attached materials to the meeting, as well as other materials that would help you to show the mentor what you have been doing in the program so far.	
At the meeting with the mentor teacher:	
___ Discuss your resume with the mentor, as well as questions or concerns about working in the mentor's classroom next year. What are the mentor's expectations regarding professionalism, ie, dress, time spent at school, communication, etc.?	
___ Discuss the mentor's general approach to the grade, subjects, and students that the mentor will be teaching.	
___ Complete and sign the enclosed Placement Confirmation Form	
___ Trade current and summer telephone numbers and addresses with the mentor; talk about how you will communicate with each other as needed during the summer.	
___ Show the mentor the Spring and Summer Preparation Checklist and plan additional visit(s) to your mentor's classroom when you carry out activities suggested in this checklist.	
___ Plan to meet the building principal, either in conjunction with this visit or at a future visit.	
___ Find out district policies & procedures for having your fingerprinting done and your background check results forwarded to the district. Inquire about registering to be a substitute teacher for your mentor teacher.	
___ Find out when you should first report to school for the fall semester, or how and when you will find out what day to report to school. Interns should plan to attend their district's "New Teacher Orientation" if possible, which may occur prior to the first day mentor teachers must report.	
___ Note the date for the Opening Day Institute for your area in your calendar.	
___ Return the completed Placement Confirmation Form to Katie Cantin, 347 Erickson Hall by June 2009 or FAX 517-432-5092	

Secondary Teacher Preparation Team
SPRING AND SUMMER PLANNING CHECKLIST

This checklist suggests steps to take after your placement is confirmed but before you report to school in the fall.

KEEP THIS FORM FOR YOUR RECORDS

Before you leave for the summer:	Notes
<p>_____ Discuss how you would like to work together during the year and how your respective ideas can be accommodated.</p>	
<p>_____ Show your mentor a lesson plan that you prepared in TE 407/8. Explain the ideas about planning that you have been studying in this course. Discuss how you might approach lesson and unit planning when working with your mentor.</p>	
<p>_____ Get a copy of the district's subject-specific curriculum objectives for the courses you will be teaching</p>	
<p>_____ If possible, get copies of textbooks, curriculum guides, or other key materials that your mentor will be using early in the fall semester, so that you can study them over the summer.</p>	
<p>_____ Get a copy of the school/student handbook so that you can study it over the summer.</p>	
<p>_____ Use the attached "Planning Grid" to make a rough sketch of the subjects and topics that your mentor will be teaching in the first 10 weeks of the year. If that cannot be done at this time, decide on a time that this will be completed (this should be no later than the 1st week of school).</p>	
<p>_____ Tentatively, select a course that will serve as your "focus class" during the internship year. See the <i>Intern-Mentor Teacher Handbook</i>, p. 6 and pp. 13-15, for additional information about the typical structure of the intern's teaching load during the internship year. You may begin discussions at this point about which class period ("hour") will serve as the focus class.</p>	
<p>_____ Review the date of the "New Teacher Orientation" for your district and the first day that teachers must report. Review the date of the Opening Day Institute for interns in your area.</p>	
<p>_____ Review both intern's and mentor's summer contact information.</p>	
<p>_____ Discuss any other tasks the mentor would suggest in order to be well prepared to start school in the fall.</p>	

Before you begin work in the fall:	Notes
<p>_____ By August 15, call your mentor to confirm when you should first report to school for the New Teacher Orientation & beginning of the year meetings. Review dates, times and locations for the Opening Day Institute in your area, checking the Secondary Team Website at http://ed-web2.educ.msu.edu/team4/ for any last-minute information about this event.</p>	
<p>_____ Revisit the discussions of the focus class that you had in the spring. Make a tentative plan with your mentor for what duties you will take on in your focus class and in other classes during September and plan to discuss these with your field instructor during the initial conference. Begin thinking about what other courses and class periods the intern will teach during the lead teaching periods in the fall and spring.</p>	
<p>_____ Revisit the revised Intern-Mentor Handbook for 2009-2010. In particular, note the responsibilities of interns, mentors and field instructors as described on pp. 10-12, and the expectations for the focus class binder on p. 15.</p>	
<p>_____ Carefully "tour" the classroom with your mentor and find out what everything is and why it is where it is.</p>	
<p>_____ Make a plan for your use of technology in your district. Interns should not plan to use their mentor teacher's email accounts and should not be supplied with mentors' email passwords.</p>	
<p>_____ Discuss with your mentor how the mentor will introduce you to the students. For example, "This is Ms./Mr. _____, who will be teaching with me this year."</p>	
<p>_____ Share this completed checklist to your field instructor at your initial fall conference.</p>	

Planning Grid

<i>Time</i>	<i>Subject: _____</i> <i>Hours: _____</i>	<i>Subject: _____</i> <i>Hours: _____</i>	<i>Subject: _____</i> <i>Hours: _____</i>
Weeks 1 and 2 Dates:			
Weeks 3 and 4 Dates:			
Weeks 5 and 6 Dates:			
Weeks 7 and 8 Dates:			
Weeks 9 and 10 Dates:			

Additional Notes:

PLACEMENT CONFIRMATION FORM

Please return completed form to Katie Cantin in 347 EH or FAX 517-432-5092

Intern: _____

Mentor Teacher: _____

School: _____

We have met and discussed working together during the 2009-2010 school year.

- We reviewed the Initial Meeting Checklist on _____
(date)
- We made plans to introduce the intern to _____ on _____
(Principal's name) (date)
- We have made plans to review the Spring & Summer Planning Checklist on _____
(date)
- The intern forwarded fingerprint/background check information to the school district on _____
(date)

If you have questions or reservations about this placement, contact one of the secondary team coordinators: Kelly Hodges (hodgesk@msu.edu), Trudy Sykes (sykes@msu.edu), Sylvia Hollifield (hollifi2@msu.edu) or Connie Van Belois (vanc@msu.edu).

Signature of Prospective Intern: _____ Date: _____

Signature of Prospective Mentor Teacher: _____ Date: _____

Mentor Teacher Contact Information

*School Phone: _____ *Home Phone: _____ Cell: _____

*School Email: _____ Other Email: _____

*Required - We need this information to complete your profile in our database. The information given will not be used in any way other than to reach you regarding information or concerns about your intern. Thank you for your understanding and cooperation.

THE OPENING DAY INSTITUTES

REQUIRED for all interns

Southeast Michigan Area -- Wednesday, August 26, 2009, 9:00AM to noon
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Lansing, Grand Rapids & Flint Areas --Thursday, August 27, 2009, Erickson Hall Kiva, MSU New Mentor Teachers—8:15AM to noon, Experienced Mentor Teachers—9:30AM to noon, Interns---9:30AM to noon