

TO: F'08 Interns and Mentor Teachers

FR: Trudy Sykes (sykes@msu.edu), Kelly Hodges (hodgesk@msu.edu)
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RE: Placement information

March 2008

Welcome to the fall 2008 Internship! Included in this Information Packet is:

- TE 801,802,803 & 804 Course Sections and Schedule including fingerprinting information (white sheet)
- Initial Meeting Checklist (blue sheet)
- Spring and Summer Planning Checklist (green sheet)
- Planning Guide (yellow sheet)
- Placement Confirmation Form (pink sheet)

Please review this information together and email your placement coordinator if you have questions. The Team website is: <http://ed-web2.educ.msu.edu/team4/>. Please look here for the *Intern & Mentor Teacher Handbook* and information about upcoming events.

There continues to be confusion about the secondary team policy about when interns can substitute for their mentor teachers. Please consult the handbook on pages 32-33 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

THE OPENING DAY INSTITUTES
(A **required** meeting for all interns and mentor teachers)

Detroit Area Opening Day Meeting is Wednesday, August 20, 2008, Birmingham Groves HS, 9:00AM to noon

Lansing, Grand Rapids & Carmen Ainsworth Opening Day Meeting is Friday, August 22, 2008, 8:30AM to noon, 252 Erickson Hall, MSU

**Secondary Intern
2008 - 2009
Course Sections & Class Schedule
Fingerprinting Information**

(Updated 3/13/08)

Fingerprinting Information

Fingerprinting, which is required by the state of Michigan for anyone working in public schools, is available at:

Ingham Intermediate School District (ISD)
2630 W. Howell Rd, Mason
517.676.1051

Monday, Tuesday, Wednesday, 9am to 4pm

No appointment is necessary during April and May. If you wait until June or July to be fingerprinted, *CALL FIRST* to be sure someone is available to do the fingerprinting.

Check or money order for \$55.00 should be made payable to Ingham ISD. **No cash or credit cards accepted.**

Course Meeting Dates

Fall 2008

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: **Aug 29; Sept 5,12,19,26; Oct 17,24,31; Nov 21; Dec 5, 12/exam day**

Spring 2009

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 16,23,30; Feb 6,13; March 20, 27; April 17, 24, May 1**

Course Section Assignments and Instructors

TE 501/2 Internship in Teaching Diverse Learners		
TE 501 and TE 502 are the internship field placement credits. The instructor listed is the course coordinator. You will meet your field instructor at the Opening Conference in August.		
Section Number	Description	Instructor
4	Lansing area interns	T. Sykes
5	Grand Rapids area interns	C. Van Belois
6	Detroit area interns	S. Hollifield
7	Art interns	J. McKillips
8	Agriscience interns	J. Rivera
9	Kinesiology interns	D. Ulibarri

TE 801/3 Professional Roles and Teaching Practice				
TE 801 and TE 803 sections are assigned according to your placement school.				
Section Number	Description	Schools	Instructor	Room
11	Detroit area interns	Utica, Troy, Ferndale, Berkley, Royal Oak	B. Pogodzinski	111 EH
12	Detroit area interns	Southfield, Detroit PS	P. Youngs	111 EBH
13	Detroit area interns	Novi, Walled Lake, Waterford, Farmington, Plymouth, Rochester	M. Low	106 EBH
14	GR and Lansing area interns	Grand Rapids High Schools: Central, Kenwood, Union & City, Waverly HS,	S. Carlin	105 EBH
15	Lansing area interns	Holt HS, Junior High School & 9 th grade campus	T. Sykes	107 EH
16	GR and Lansing area interns	Grand Rapids High Schools Comstock Park, Northview, Sparta; Grand Ledge HS, Howell HS, Williamston HS, Leslie HS	G. Sykes	109 EH
17	Lansing area interns	high schools in Charlotte, DeWitt, Mason, Bath, Okemos, Haslett	C. Carver	114 EBH
18	GR and Lansing area interns	middle schools in Mason, Williamston, DeWitt, Stockbridge, Grand Ledge, Greenville MS, Crossroads MS,	S. Tuckey	311 EBH
19	Lansing and Flint area interns	Lansing School District middle schools, Carman-Ainsworth MS	J. Meier	307 EBH
20	Lansing and Flint area interns	Lansing School District high schools, Carman-Ainsworth HS	J. Walcott	113 EH
21	MUSIC INTERNS ONLY	All schools	T. Bird	Wednesday 6:10 – 8:00 315 EBH

TE 802/4 Reflection and Inquiry in Teaching Practice			
TE 802 and TE 804 sections are assigned according to your subject area.			
Section Number	Description	Instructor	Room
11	World language interns	TBA	313 EBH
12	English interns	S. Caughlin	128EH
13	English interns	M. Juzwik	130 EH
14	Social science interns	J. Garrett	224 EH
15	Social science interns	M. Missias	111 EH
17	Science interns	G. Richmond	109 EH
19	Agriscience interns	J. Rivera	306 NR
20	Math interns	M. Steele	113 EH
22	Art interns	J. McKillips	228 EH
23	Kinesiology interns	B. Benham	LKMI UB

Teacher Preparation Team 4
INITIAL MEETING CHECKLIST

This checklist suggests the steps you need to take to meet your mentor and confirm your placement.

Make Appointments with your mentor teacher	Notes
<p>___ 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.</p>	
<p>___ 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.</p>	
<p>At the meeting with the mentor teacher:</p>	
<p>___ Show this checklist to your mentor and use it as an agenda for the meeting.</p>	
<p>___ Discuss your resume with the mentor, as well as questions or concerns about working in the mentor's classroom next year.</p>	
<p>___ Discuss the mentor's general approach to the grade, subjects, and students that the mentor will be teaching.</p>	
<p>___ Complete and sign the enclosed Placement Confirmation Form and return it to your coordinator</p>	
<p>___ Show the mentor the Spring and Summer Preparation Checklist and discuss how it can be carried out.</p>	
<p>___ 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.</p>	
<p>___ 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.</p>	
<p>___ Find out district policies & procedures for registering to be a substitute teacher.</p>	
<p>___ Plan additional visit(s) to your mentor's classroom when you carry out activities suggested in the Spring and Summer Planning Checklist.</p>	
<p>___ Return the completed Placement Confirmation Form to your coordinator:</p> <p>Trudy Sykes (sykes@msu.edu, 353-5529, 324 EH) Kelly Hodges (hodgesk@msu.edu, 432-9601, 326 EH)</p>	

Teacher Preparation Secondary Team
SPRING AND SUMMER PLANNING CHECKLIST

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

Before you leave for the summer:	Notes
_____ Discuss how you would like to work together during the year and how your respective ideas can be accommodated.	
_____ Show your mentor a lesson plan that you prepared in TE 407/8, and discuss how you might approach lesson and unit planning when working with your mentor.	
_____ If possible, get a copy of the printed curriculum for the courses that your mentor teaches as well as a school/student handbook so that you can study it over the summer.	
_____ If possible, get copies of textbooks, curriculum guides, or other key materials that your mentor will be teaching early in the fall semester, so that you can study them over the summer.	
_____ 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 1 st week of school).	
_____ Tentatively, identify two classes and topics that you would plan and teach during the first lead teaching period (in early October).	

Before you begin work in the fall:	
_____ No later than August 1, call your mentor to confirm when you should first report to school for beginning of the year meetings.	
_____ Make a plan with the mentor for what duties you will take on in your focus class and in other classes during September.	
_____ Carefully "tour" the classroom with your mentor and find out what everything is and why it is where it is.	
_____ 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."	
_____ Give this completed checklist to your field instructor at your initial fall conference.	

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:			

PLACEMENT CONFIRMATION FORM

Prospective Intern: _____

Prospective Mentor Teacher: _____

School: _____

We met and discussed working together during the 2008-2009 school year.

If I have questions or reservations about this placement, I will 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)

I introduced myself to _____ on _____.
(Principal's Name) (Date)

Signature of Prospective Intern: _____ Date: _____

Signature of Prospective Mentor Teacher: _____ Date: _____
(NOTE: contact information for the mentor teacher)

*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.

Please return signed sheet to Katie Cantin in room 347 Erickson Hall

The Opening Day Institutes
(required meeting for interns and mentors)

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