

Checklist for Intern Orientation

- _____ 1. **Discuss parking, lunch facilities, faculty lounge, and personal workspace for the intern.**
- _____ 2. **Introduce intern to the class by clarifying the role of the intern to the students.**
- _____ 3. **Introduce the intern to faculty, staff, appropriate resource persons and volunteers.**
- _____ 4. **Discuss expectations concerning lesson plans (what is expected at the school, by your partner teacher and college supervisor).**
- _____ 5. **Discuss methods of evaluating the intern.**
- _____ 6. **Give the intern meaningful tasks to perform so that there is an immediate co-worker relationship.**
- _____ 7. **Discuss the school handbook or information regarding:**
 - a. **Fire drills**
 - b. **Bell schedules**
 - c. **Discipline policies and procedures**
 - d. **Lunch programs**
 - e. **Field trips**
 - f. **Faculty meetings and staff development/continuing education days (Faculty Senate, etc.)**
 - g. **Confidentiality**
 - h. **Emergency procedures**
 - i. **Health information**
- _____ 8. **Explain procedure for recording and reporting attendance.**
- _____ 9. **Discuss methods of instruction, grading methods, IEP modifications and conferencing with parents.**
- _____ 10. **Orient the intern to technology resources (computer lab, classroom computer and/or software, internet use) and other technological equipment and materials.**
- _____ 11. **Discuss techniques for classroom organization and management. (Responsible Student Program)**
- _____ 12. **Explain non-instructional duties including bus room or recess duty, lunch duty, hall monitoring, and any other school-related activities.**

(Revised, Fall 2001)