

GENERAL POLICIES

School Visitations by GSC Personnel

Upon entering a school, general and special subject supervisors must always report their presence to the school office.

Internship Assignments

Each intern is expected to devote the full day to the school program in keeping with the teaching schedule and other responsibilities of the assigned partner teacher. The Director of Field Experiences is responsible for selecting and securing all intern placements.

Professional Days

Interns are required to attend all professional days on the main campus. Refer to your professional semester calendar for these days.

Substitute Teaching

In view of the fact that the intern is not a fully prepared or certified teacher, he/she should be expected to perform tasks only under appropriate supervision. At no time should the intern be expected to serve outside of his/her certification area. In case of an extended absence of the partner teacher, the intern will be given another assignment or will be permitted to work under the supervision of a fully qualified substitute teacher.

Handling Records

The intern should develop an awareness of how to handle routines, keep records and the importance of confidentiality of student records.

Sexual Harassment

Glenville State College does not tolerate the sexual harassment of any student. Any intern who thinks he or she is the victim of sexual harassment should report the incident to his or her supervisor and/or the Director of Field Experiences.

Teacher Candidate Assistance Program (TCAP)

The Teacher Candidate Assistance Program was developed to provide remediate and guidance for teacher candidates. A TCAP candidate may be identified when exhibiting one or more of the following characteristics:

1. deficit areas as noted during field experiences or classroom performances in the curriculum areas
2. recommendation for inclusion in TCAP by a faculty member familiar with students' abilities
3. inadequate knowledge of content areas
4. lack of skill in classroom management techniques that allow learning to occur
5. demonstrates poor dispositional demeanor with interferes with a positive learning environment
6. neither plans effectively nor implements plans so that learning occurs
7. does not plan for or adapt instruction to meet students' individual needs
8. earns an unacceptable rating in any area of competency on our intern evaluation instrument
9. exhibits poor oral and/or written communication skills which interfere with the learning product
10. cannot self-evaluate to determine problem areas, lack of effectiveness, and techniques that would contribute to improvement
11. does not respond to reflection by adapting instruction to enhance instruction

Intern Absences

Absences caused by health problems or death in the family must be reported to the partner teacher and supervisors (as specified by both). Any other absences requires prior approval by the partner teacher, principal, supervisors, and Director of Field Experiences. Each intern is responsible for his or her absences. Once the total exceeds three (3) days, the intern may be required to make up days missed. This may result in delaying the next placement and/or graduation dates. Unexcused absences, falsified reports, or no reports may result in termination of the internship.

Grading of Internship

Interns enrolled in the professional semester will receive either CREDIT or NO CREDIT. Credit indicates successful knowledge, performance, and showing of dispositions. In addition, an exit interview and oral presentation of his or her portfolio will occur at the end of internship. Credit hours will be based upon the number of intern specializations the intern pursues or the length of each required placement.

*Teacher candidates may only attempt Internship twice. After the second unsuccessful attempt at Internship, the teacher candidate will not be allowed to continue in the Teacher Education Program.