

STUDENT INTERN NOTEBOOK

Your intern notebook should be placed in a designated place, so that the college supervisor knows where to find it and has access to it without disturbing you or your class. During observations, your college supervisor would like to see (1) the notebook, (2) the lesson plans for the day, (3) a student text or manual if available, and (4) a copy of any handouts you give to the students that day.

Your notebook should include the following:

1. Teaching schedule. Please indicate when you will assume each class. A copy of this must be sent to the college as soon as possible after you have the information. Notify the college supervisor of any changes due to special events.
2. Lesson plans in chronological order. Could a substitute teacher teach from them? Include a copy of teacher created materials such as tests and handouts as well.
3. Evaluations and remarks from partner teacher and college supervisor(s). All evaluation forms and professional semester evaluations should also be included in chronological order.
4. Attendance forms. All attendance records including monthly report forms and copies of absences and absence requests. (See attendance note below).
5. Any specific communiqués from the school and/or the college.
6. Miscellaneous. These items may include special accomplishments, activities, photos, etc.

Attendance Note: Interns are to be in their assigned placement for all scheduled days. Absences caused by health problems or death in the immediate family must be reported to the school and partner teacher, Director of Field Experiences, and college supervisor(s) immediately.