

Spring 2021 Additional Information

Factors Determining Teaching Internship Placements

- Interns will receive one or two placements for the spring 2021 internship semester
- Interns will continue to follow the school system calendar and attend all required teacher professional development days
- The internship semester is the time between January 13, 2021 and April 2021 when the school system in which the intern is assigned, and more specifically the classroom to which the intern is assigned, is in session
- The placement will be a mixture of instructional modes (i.e. remote, face-to-face, virtual)

Placement Guidelines

Absences and Attendance

- Interns must make up all absences from the internship placement
- Interns who are not present and do not participate in a mode of instruction during a scheduled internship day are considered absent
- Due to unforeseen and unpredictable attendance patterns, interns are strongly encouraged to attend each day of the internship if at all possible
- Interns are expected to follow all procedures and protocols related to health and safety set by the local school system, classroom teacher, and the University of Alabama

Full Time Teaching Requirements

- Interns are expected to teach a minimum of 20 full days from January to the end of April
- Interns must complete a minimum of 5 consecutive days of full day teaching. Departments may require more but interns must meet the minimum.
- The full teaching days can take place across a variety of instructional modes, may be interrupted and resumed due to COVID-19 illnesses and breaks

Hourly Internship Attendance Report / VIA Time Log

- Observing and Assisting
- Teaching (not full day)
- FULL DAY TEACHING AND LEADING
- After school related (activities, events, meetings)
- School Holiday
- Absent
- Other (Professional Development, EDU 400/500, UA Internship Activities, etc.)
- Remote or Virtual
- Face-to-face
- Quarantined

Substitute Teaching

- Interns are not allowed to be present without a contract employee. A substitute is considered a contract employee by the school system. This policy stands regardless of the instructional mode on any given day in the internship placement.

Suggested Teaching Schedule for the Teaching Internship

- Due to unforeseen and expected changes throughout the semester, it is strongly recommended that interns plan and prepare to meet requirements for teaching and demonstrating mastery of professional and academic skills as early in the semester as possible

Documentation and Grading

- Interns must document during the internship semester by maintaining an accurate, daily time log and completing all necessary forms each week

Withdrawals, Notification of Failure, and Termination

- Interns are expected to make-up absences and will have an opportunity to do so following the last day of the internship placement
- Interns absent for an extended period of time and not able to complete all of the internship days during the allotted semester will be given an incomplete until the days missed are completed, logged, and approved in VIA
- Interns must follow all health and safety policies and procedures, including but not limited to those associated with COVID-19, and may be asked to leave the instructional environment, be removed from the placement, and/or be dismissed from the internship for the remainder of the semester for not doing so
- Interns are expected to be professional and ethical with regard to reporting health related absences and attendance. The COE Student Code of Conduct will be followed.