

# 2023-2024 GUIDEBOOK FOR INTERNSHIP

Office of Clinical Experiences  
College of Education  
The University of Alabama  
Tuscaloosa, Alabama



**WHERE LEGENDS  
ARE MADE**



**A**

**THE UNIVERSITY OF ALABAMA®**

Congratulations! You have made it to your final semester. You are about to enter the amazing world of education. You are well on your way to becoming a certified educator. This semester of internship is the culminating experience of The University of Alabama's College of Education teacher education preparation program. This experience is unique and special for each teacher candidate enrolled. Your internship is partnered with school systems within a 40-mile radius of UA. Therefore, you will have the opportunity to work with many other educators and students from diverse school settings. It is our hope that this final experience will give you much insight in preparing you with a toolkit that you will need to be an effective educator.

Our mission is to provide each teacher candidate with the best and meaningful experiences in local school systems that allow for growth and mentorship to create life-long educators who will foster learning environments where all students succeed.



## WHAT YOU WILL FIND INSIDE

Introduction

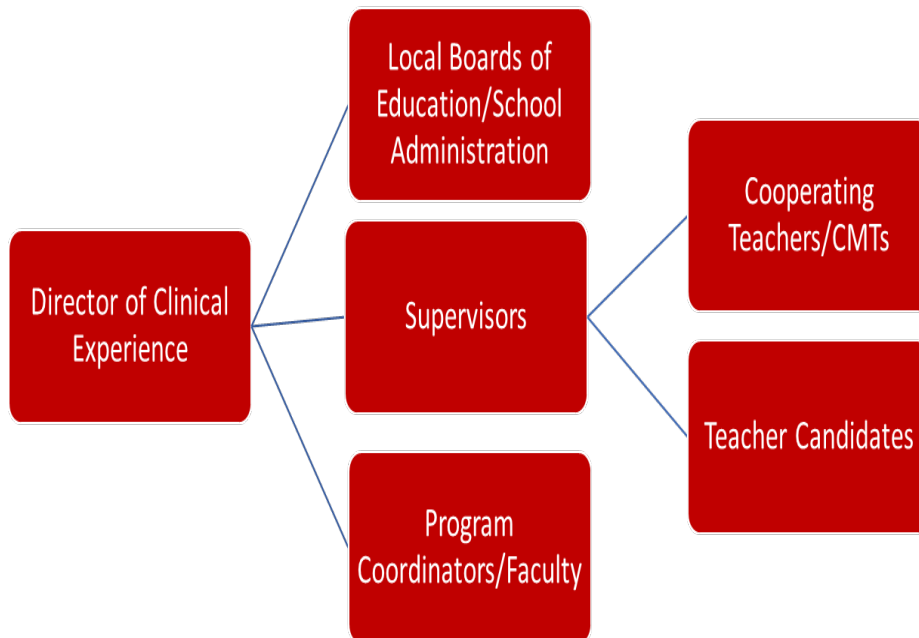
Responsibilities

Placement Guidelines

General Expectations

Placement Procedures

Documentation & Grading



# RESPONSIBILITIES

## PRE-INTERNSHIP

Pre-internship is an important time in a teacher candidate's preparation program.

1. Be mindful that Checkpoint 1 & 2 must be completed.
2. Internship application must be completed online or Student Learning and Licensure (SLL).
3. Student Services must have on file that you have attempted/passed all Praxis exams.
4. Schedule an interview meeting with Dr. Windle. An email will be sent to notify you of the dates of the interview.
5. Complete all necessary paperwork in Student Services/Certification.

## DURING INTERNSHIP

1. Complete EdTPA and attend the Career Fair.
2. Keep working on passing all Praxis exams.
3. Work on completing all paperwork for Student Services/Certification.
4. Weekly log hours and complete all assignments/documents in Student Learning and Licensure (SLL).
5. Attend ALL EDU 400/500 sessions.
6. **A minimum (20) twenty full teaching days are required.** It is encouraged to teach as many full days as possible. **Five of the twenty MUST be consecutive.** For example, you might teach M-F full days or Wednesday-Friday and Monday Tuesday. The other 15 days must be completed before the last day of internship. You are responsible for keeping up with hours weekly and number of full teaching days

## POST INTERNSHIP

1. You made it! You are now finished with internship!
2. However, to meet degree and certification requirements, make sure that all documentation for internship is completed in Student Learning and Licensure (SLL).
3. Make sure that all hours are logged and approved in Student Learning and Licensure (SLL).
4. Missed days are made up the week after internship and logged in Student Learning and Licensure (SLL).
5. All paperwork is complete with Student Services/Certification.
6. **Apply for graduation by October 6 for fall 2023 and February 23 for spring 2024 graduation.**

# PLACEMENT GUIDELINES

- **Early Childhood:** (Birth-3rd grade) – two internship placements in either birth -3years, 3-5 years. 5-8 years
- **Elementary Education:** (K-6 grade) – one internship placement in grades K-6.
- **Secondary Education:** (6th-12th grade) – one placement in grades 6-12.
- **Special Education Collaborative:** (K-12th grade) - two placements; one in grades K-6 and one in grades 6-12.
- **Special Education/Early Childhood/General Early Childhood: (birth-3rd grade)** – 2 placements; one in early childhood sped classroom and a second placement in early childhood.
- **Physical Education:** (P-12) – two placements; one placement in grades P-6 and one placement in grades 6-12.
- **Music Education:** (P-12) - two placements; one placement in grades P-6 and one placement in grades 6-12
- **Foreign Language Program:** (K-12) – two placements; one in grades K-6 and one in grades 6-12.
- **MAP: (birth-6th grade)** – complete one year-long placement. MAP has a separate internship calendar. One placement in a general K-6 classroom and one placement in a sped K-6 classroom.

# GENERAL EXPECTATIONS

The following expectations highlighted in the following section are expected of you during your internship. From the moment you walk in the door of your school, you are considered a part of the teaching profession and will leave a lasting impression on how well you meet the professional expectations of The University of Alabama.

## Absences & Attendance

One important aspect of being a professional is attendance during internship. You are expected to attend every day for a full semester to receive certification. The only days that are excused during internship are for UA sponsored functions. Documentation must be provided. Missed days are made up the week after internship ends. You are expected to inform your cooperating teacher/Clinical master teacher (CMT) and supervisor by text, phone, or email. Always log absences in Student Learning and Licensure (SLL). Always upload excuses in Student Learning and Licensure (SLL).



Acceptable



Not-Acceptable

### **Professional Dress & Grooming**

Teacher candidates are expected to dress appropriately and professionally in all field placement settings and internship. The dress code of the school in which you are assigned should be followed. Make sure that how you are dressed does not distract students from learning.

### **Social Media & Technology**

Be aware of your settings for your social media accounts. Students, parents, administration, and other teachers may look you up and be able to view your accounts. Do not use social media to communicate/connect with students, parents,

or administration. Do not post comments, videos, photos, or reference anything about the school where you are completing your internship. Make sure your name on all social media accounts is professional. Do not give your phone number to anyone other than your cooperating teacher/clinical master teacher (CMT) or supervisor during internship. At no time should you be using your cell phone during the school day, especially while instruction is going on and students are present in the classroom.

### **Language**

Use professional language while interacting with members of a school community during the school day. This interaction includes students, parents, teachers, staff, and administration.

### **Corporal Punishment**

Teacher candidates may not administer corporal punishment or serve as a “witness” to corporal punishment. If you encounter yourself in this situation. Contact Office of Clinical Experiences/supervisor immediately.

### **Confidentiality**

Teacher candidates are responsible for protecting the confidentiality of all P-12 students. Be aware of what you say and do away from your school.

### **Mandatory Reporting**

When you are in your internship with P-12 students, you become a mandatory reporter. Mandatory reporters are required to report any cases of witnessed or suspected abuse or neglect. If you suspect or witness abuse or neglect, immediately report to your cooperating teacher/clinical master teacher (CMT) and School Guidance office. You must follow the school/district procedures for mandatory reporting.

### **Substitute Teaching**

All teacher candidates are encouraged to become a substitute teacher. You must complete all paperwork with the school district. Substitute teaching paperwork can be found on Tuscaloosa City Schools and Tuscaloosa County Schools websites.

**Transportation**

It is the sole responsibility of the teacher candidate to arrange transportation throughout the internship.

**Restrictions on Placements**

Teacher candidates will not be placed in a school where they attended in the last 10 years or have a family member employed.

**Medical Emergencies**

If you have a medical emergency during internship, notify Office of Clinical Experiences and your supervisor immediately.

**Professional Development/eLearning Days**

Teacher candidates are required to attend professional development days during internship. These days may be College of Education functions, district, or local school professional development. If you have an elearning day/professional development day during internship you are required to meet the same obligations as are required of your cooperating teacher/clinical master teacher (CMT). Professional development days and elearning days are logged in Student Learning and Licensure (SLL).

**Field Trips**

If your school/class goes on a field trip during internship, you are required to attend. Field trip days are logged in Student Learning and Licensure (SLL).

**Additional Expectations**

Teacher candidates must follow the academic calendar of the school district where you are completing your internship. This might vary from The University of Alabama's academic calendar.

Teacher candidate behavior must reflect what is expected of cooperating teachers/clinical master teacher (CMT)s in the assigned school before, during, and after school hours.

Do not give students a ride in your vehicle. Do not be in a classroom alone with students without certified school personnel.

If your cooperating teacher/clinical master teacher (CMT) is absent, you cannot be alone with students unless you are a certified substitute teacher or a substitute teacher is present in the classroom during the entire school day.

# DOCUMENTATION & GRADING

During internship, you are required to complete activities that measure your performance. The following activities are required. These activities are divided into ½ semesters.

## First Half Semester

Weekly logged hours – Students should log 6-7 weeks of hours by the middle of the semester.

3 observations

3 pre/post planning activities

CPASTT

## Second Half Semester

Weekly logged hours – Students should have all hours logged by the last day of internship unless you have make-up days.

3 observations

3 pre/post planning activities

CPASTT

ELEOT

MCOPP (Secondary only)

## Incomplete Grades

An “Incomplete” can be submitted as a final grade because of the following:

Fail to make-up missed days

Not submitting Checkpoint 3 by the deadline

Not passing EdTPA

Not completing all paperwork for certification and graduation

Not submitting required internship activities in SLL.

## Grade Appeal Procedures

An intern who receives an unsatisfactory grade may appeal that grade through The University of Alabama Appeal Process.

# PLACEMENT PROCEDURES

## Cancellation of Placement

When cancellation of an internship assignment becomes necessary, Office of Clinical Experiences will make the necessary arrangements of notifying the teacher and principal. Teacher candidates must not leave their internship assignments without permission.

## Reassignment During Internship

Sometimes teacher candidates are reassigned to a different teacher/school during internship. Steps to initiate this change will be taken by the Office of Clinical Experiences. When a reassignment occurs, it is unique to each teacher candidate. Therefore, you are required to keep any reassignments confidential. If a second placement is secured and the teacher candidate fails to achieve the required performance by the specified time frame, under no circumstances will a third placement be attempted.

## Administrative Removal

A teacher candidate may be removed from a placement if the school principal, cooperating teacher/clinical master teacher (CMT), university supervisor and director of OCE determine that the teacher candidate is a threat to the learning, safety, or welfare of the students. Teacher candidates removed from a placement must leave the school immediately without protest and have no further contact with school district, personnel, and students.

# CONTACTS

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