



Outlined below are the Responsibilities of the:

- ◆ Intern
- ◆ Field Supervisor



Responsibilities of the Intern

The **Intern** has signed a contract of employment to be the teacher of record for the employing school district. As such, the responsibilities of the Intern are no different than those of the certified teacher.

The Intern, during the two semesters of Internship, also has some unique responsibilities that are requirements of the act♦houston/dallas/austin program and its coursework. These are outlined on the Formal Intern Agreement and include the following:

- ◆ To complete successfully all components of the Preparation Program Institute
- ◆ To assume the financial responsibility of the Internship Fee which includes an amount paid to the Mentor Teacher
Note: With most districts, the total Internship Fee is payroll-deducted from the Intern's salary during the first year of teaching.
- ◆ To meet all deadlines and complete all calendar requirements on a timely and committed basis
- ◆ To become knowledgeable about the school district's policies and procedures
- ◆ To plan and conduct lessons aligned to school district curriculum programs
- ◆ To attend the Mentor Teacher - Intern Training session at the beginning of the first semester of Internship and then meet weekly with the mentor throughout the internship
- ◆ To arrive punctually and attend all Intern Development Sessions (IDS) and TExES test preparation sessions
- ◆ To participate in and complete all assignments, projects, and activities outlined in the Intern Notebook
- ◆ To prepare for adapted PDAS observations scheduled by the Field Supervisor and make necessary plans for successful lesson implementation
- ◆ To demonstrate enthusiastic and positive cooperation with the Field Supervisor, Mentor, Campus Principal throughout the internship
- ◆ To initiate, maintain, and respond to all communication (emails, texts, phone calls, from and with the Field Supervisor as quickly as possible



Responsibilities of the Field Supervisor

The **Field Supervisor** is the primary link between the Intern, the school, and the act♦houston/dallas/austin program and staff. The Field Supervisor provides support and leadership to assure the success of the Intern during the two semesters of internship. Important responsibilities of the Field Supervisor include the following categories:

COLLABORATION / COMMUNICATION

- ◆ Establishes and maintains contact with campus administration and the Mentor Teacher
- ◆ Communicates with the Intern on a regular basis through emails, texts, and phone calls
- ◆ Communicates to the act♦houston/dallas/austin office and staff regarding the Intern's performance in the classroom during the internship

OBSERVATION / COACHING / EVALUATION

- ◆ Conducts the Behavior Management & adapted-PDAS General Observations early in the first semester and provides specific feedback
- ◆ Completes three adapted-PDAS Formal Observations (one during the first semester & two during the second semester) and documents evidence of Proficiency
- ◆ Completes the Accountability Form, Work Ethic Rubrics, and all other paperwork required during internship
- ◆ Provides professional support to the Intern during the two semesters of internship

TRAINING / PROFESSIONAL DEVELOPMENT.

- ◆ Schedules and conducts Mentor / Intern Training at the beginning of the internship
- ◆ Schedules and conducts Intern Development Sessions (professional development meetings) as outlined by the program
- ◆ Monitors the Intern's status and completion of state and program requirements