

You are a Salisbury University Mentor Teacher...

Beginning the Internship

- ✓ Promptly complete the online form for payment.
- ✓ Welcome your intern and introduce them to students, staff and administration.
- ✓ Take your intern on a tour of the building.
- ✓ Provide your intern with a work space, curricular materials, important school information, procedures and expectations.
- ✓ Share school/team calendar with your intern so they can become active in school happenings.
- ✓ Share your goals for the internship and ask your intern to do the same.
- ✓ Decide together what your mode and frequency of communication will be throughout the internship.
- ✓ Plan for how you will reflect on lessons together and provide feedback for your intern.
- ✓ Ask your intern to share seminar, edTPA and certification requirements with you.
- ✓ Establish a collaborative relationship with the SU internship supervisor.

At the Middle of the Internship

- ✓ Complete the intern mid-evaluation form in [Watermark/SL&L](#).
 - Be sure to click "Submit" when finished to complete the process.
- ✓ Meet with your intern and the internship supervisor to share the evaluation and set goals for the remainder of the internship experience.

Ending the Internship

- ✓ Complete the intern final evaluation in [Watermark/SL&L](#).
 - Be sure to click "Submit" when finished to complete it.
- ✓ Meet with your intern and the internship supervisor to share evaluations forms to bring the internship to a close.

Co-Teaching with Your Intern

- ✓ Collaborate with your intern in lesson planning, delivery and assessment of student learning.
- ✓ Implement a variety of co-teaching strategies within the co-teaching models.
 - One Teach, One Observe
 - One Teach, One Assist
 - Parallel Teaching
 - Station Teaching
 - Alternative Teaching
 - Team Teaching
- ✓ Visit <http://www.salisbury.edu/pds> for co-teaching strategies and videos.
- ✓ Provide scaffolding so that your intern is able to shift into the lead role in planning and instruction for a significant amount of time.

Need Support in Your Role?

- ✓ Share celebrations and/or concerns with your intern's internship supervisor.
- ✓ Seek guidance from your school's site coordinator(s) and/or liaison.
- ✓ Contact or visit the Clinical Practice Manager at any time.
 - Jessica Patton - jgpatton@salisbury.edu
Conway Hall 354D - 410.543.6277
- ✓ To share continued concerns, complete the [Professional Dispositions Clinical Practice Report](#).
- ✓ Thank you for being such an important part of your intern's journey in becoming a teacher!

