SCSU Internship I Guidelines

Purpose

The purpose of the senior internship is to help physical education majors understand the role of physical education in today’s public schools. Interns under the guidance of a veteran teacher learn the duties and responsibilities of physical education teachers by observing, assisting, and teaching.

Objectives for Internship I

Student

1. To become acquainted with the program and facilities of the school and the community.
2. To assist the mentor teacher with individual students, small groups and whole classes.
3. To plan and teach lessons for specific activities and grade levels.
4. To demonstrate an understanding of student behavior in the physical education setting.
5. To practice behavior management that is conducive to student learning and positive youth development in physical education.

Program

The internship I experience should begin with observation, move quickly into assisting the mentor teacher with administrative duties and assisting with small groups, leading to the teaching of multiple classes each day. The emphasis should be on preparation of lesson planning and presentation of the lessons. Mentor teachers provide regular feedback for their interns. Please see page 5 of the Internship handbook for more “Responsibilities of the Mentor Teacher.” Enclosed is the Internship I Final Evaluation form for your use.

The following outline is a SUGGESTED progression.

1. Observation - (Should not last more than one visit)
   a. of the mentor teacher, other physical educators (if present) and students

2. Assisting - (Should start at least by the 2nd visit)
   a. by working with individuals and small groups
   b. by conducting warm-ups, taking attendance, etc.
   c. by teaching parts of a lesson
   d. by assisting with necessary tasks such as:
      1. setting up equipment
      2. administering tests
      3. correcting assignments
      4. supervising locker rooms
      5. marking fields or courts

3. Teaching
   a. By week 5, assume total responsibility (planning and teaching) of one or two classes per/day.
   b. Take a lead role in teaching classes specifically designed for students with special needs.
**Responsibilities of the Physical Education Intern**

1. Regular attendance. Be present in your school during the time your mentor teacher is on duty.
2. Become familiar with school policies regarding attendance, tardiness, and discipline.
3. Use tact and courtesy in working with school personnel, students and community members.
4. Notify the mentor teacher, the university supervisor and your SCSU instructor of absences or delays getting to school.
5. Reporting to the school office on arrival.
6. Learning the names of the students.
7. Carrying out tasks assigned by the mentor teacher.
8. Planning and preparing for lessons and classes.
9. Implementing creative and new ideas.
10. Being receptive to constructive criticism.
11. Learn school’s emergency action plans and policies.

**Guidelines for Physical Education Intern**

1. When starting the first day, be sure to report to the Main Office.
2. Embrace the role of a teacher.
3. Dress professionally and according to SCSU guidelines.
4. Hand in lesson plans to mentor teacher early enough to receive feedback before the day the lesson is taught.
5. Punctuality and attendance is vital.
6. Be creative. Talk over lesson plans and lesson ideas with your mentor teacher.
Southern Connecticut State University Internship I Intern Final Evaluation

Name of Intern ______________________________________  Number of Days Absent ___________

Mentor Teacher   ___________________________________  Grades Taught ____________

School ________________________  City/Town _____________________

Signature of Mentor Teacher  _________________________________ Date _______________

During the Internship I experience, the student demonstrated the following:

<table>
<thead>
<tr>
<th>The Intern:</th>
<th>Always</th>
<th>Usually</th>
<th>Seldom</th>
<th>Never</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Arrived on time</td>
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<tr>
<td>Stayed until faculty duties were completed (i.e. bus duty, faculty meetings, etc.)</td>
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<tr>
<td>Notified mentor teacher, university supervisor and SCSU instructor of absences</td>
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<tr>
<td>Dressed in acceptable teaching attire</td>
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<td>Looked neat and well groomed</td>
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| The Intern:                                      |        |         |        |       |     |
| Performed tasks request by mentor teacher       |        |         |        |       |     |
| Prepared in advance to assist or teach mentor’s plans and/or intern’s plans |        |         |        |       |     |
| Demonstrated creativity in planning and teaching |        |         |        |       |     |
| Enthusiastic about teaching and planning         |        |         |        |       |     |
| Demonstrated knowledgeable of PE content        |        |         |        |       |     |
| Provided clear and concise explanations          |        |         |        |       |     |
| Provided clear and concise demonstrations        |        |         |        |       |     |
| Effectively organized students, equipment, space and time |        |         |        |       |     |
| Provided for maximum participation              |        |         |        |       |     |
| Individualized lessons for all students          |        |         |        |       |     |
| Used proper and effective grammar, pronunciation, enunciation and voice projection |        |         |        |       |     |
| Avoided the use of colloquialisms (you know, ah, all right, ok, like) |        |         |        |       |     |
| Maintained a positive rapport with students     |        |         |        |       |     |
| Maintained a positive rapport with mentor teacher |        |         |        |       |     |

• If the intern were to receive a letter grade for this internship, it would be:
  □ A
  □ B
  □ C
  □ D
  □ F

After reviewing with the intern, please return this form to Dr. Dan Swartz via e-mail swartzd1@southernct.edu or postal mail at:

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Pelz Gym 002
New Haven, CT 06515