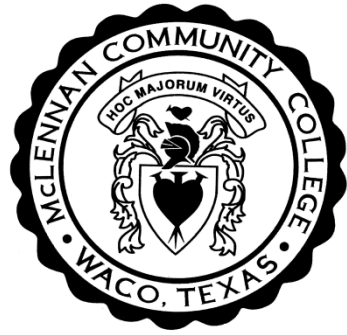


# ***TCIN 1004 INTERNSHIP***

# ***TCIN 1005 INTERNSHIP***

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## **COURSE DESCRIPTION/CATALOG DESCRIPTION**

The Internship classes are designed to assist the beginning teacher with guidance and assistance while actually teaching. The class will deal with a variety of course objectives that are set forth in this syllabus. Intern Students meet internship class once a month for three hours and have a clinically supervised internship during the school year. The class will guide the Intern Student through the first year and will provide a support base for the initial year in the classroom. The class is designed to give the Intern Student insights into the educational field with guidance from experienced school administrators. Intern Students must make a "B" or better to obtain credit for this class.

## **COURSE OBJECTIVES**

1. Establish and learn clear and acceptable discipline procedures and appropriate discipline management techniques. TCIN 1004
2. Understand harassment issues of all nature and develop a clear understanding of proper technique to avoid such issues. TCIN 1004
3. Develop curriculum documents to facilitate instruction and promote proper alignment between grade levels and subjects. TCIN 1004-1005
4. Appraise and understand the multi-sided issues in Special Education. Develop an understanding of the ARD committee's role and responsibility, least restrictive environment, student modifications and confidentiality issues related to the special education area. Special learning styles and technology approaches will also be discussed. TCIN 1004-1005.
5. Discuss the appraisal process. Topics discussed will address each indicator listed on various instruments that may include but will not be limited to PDAS, TxBess, Informal Walkthrough documents and evaluation forms used by MCC's intern supervisors. Appropriate examples and modeling will be demonstrated to insure intern's understanding of the process. TCIN 1004
6. Assess proper school climate indicators. Intern will develop an understanding of school climate indicator such as high expectations, teacher visibility, parent involvement, student success and achievement and acceptance of the philosophy that all students can learn. TCIN 1004



7. Define and understand different learning styles of students. Discuss language barriers, learning disabled students, auditory as well as visual learners. TCIN 1004-1005
8. Understand proper student-teacher relationship, motivational techniques of students, creative learning and diversity acceptance of all students. TCIN 1004
9. Discuss and understand proper role of the school mentor. TCIN 1004
10. Develop an understanding of campus handbooks with emphasis on campus regulations and procedures. Understand safety issues that affect each separate campus. TCIN 1004
11. Review of educational acronyms. TCIN 1004
12. Participation in share time with class (Class participation). Interns will share both successes and failures as they relate to their job. TCIN 1004-1005
13. Compare and contrast proper interviewing skills and techniques. TCIN 1005
14. Examine proper test taking strategies as they relate to state mandated in both content and Pedagogy and Professional Responsibilities. TCIN 1005
15. Demonstrate and understand parent conference skills. TCIN 1004
16. Categorize communication skills as they relate to a variety of situations. These skills will relate to parents, students, peers and administrators. TCIN 1004-1005
17. Evaluate confidentiality issues as they relate to a variety of situations and topics. TCIN 1004
18. Recognize a variety of issues and situations as they relate to proper behavior on the part of the teacher. Proper student teacher-student relationships, appropriate communication with different parties and recognition of problem areas as they relate to legal issues. TCIN 1004
19. Understand in general terms, different issues as they relate to Public School Law. TCIN 1004
20. Review specific campus/district compliance issues. TCIN 1004-1005
21. Recognize the importance of using technology in the classroom as it relates to the specific content field.



## **GRADING PROCEDURES/CLASSROOM OBSERVATION/ PROFESSIONAL GROWTH PLAN/CLASS WORK**

The grading procedure for TCIN 1004 and 1005 will be as follows:

1. Class participation – 30%
2. Internship notebook – 30% (Quality of work from Interns must be evident)
3. Supervising Mentor's evaluations – 40%

There will be collaboration between the internship instructor and the Supervising Mentor to determine the final grade for internship.

If an Intern Student has been placed on a professional growth plan by their Supervising Mentor and has not successfully completed the growth plan, the Intern Student's internship grade may be lowered.

Intern Students will be required to turn in all paperwork for the appropriate time at the beginning of the internship class that meets each month. This includes monthly observation forms that must be done September – April (8) observations. Intern Students will also be required to bring School Mentor paperwork to class at the appropriate time.

Every effort should be made to complete paperwork in a timely manner and turn in the appropriate work on time. Failure to do so may result in the internship grade being lowered. Instructors realize that some situations may exist that may prevent this from being possible every month. Every effort should be made by the Intern Student to communicate "problem times and situations" to the instructor. Communication needs to include reasons why the assignments cannot be completed when due. Each instructor shall have the authority to determine the validity of the request and the grade will reflect the instructor's decision. Please remember to always communicate with the instructor when class work is not turned in on time. Failure to communicate with the instructor when work is not turned in may result in the internship grade being lowered.

Following any absence, the Intern Student should make every effort to submit, as soon as possible, any paperwork that was due at the time of the missed class. Arrangements should be made with the instructor regarding the timeline and method of submitting late work. The instructor should never need to remind the intern that work is past due. Timely submission of paperwork is an important part of the overall grade. All information, signatures, and dates requested on the forms must be provided and be legible. Intern Students are strongly urged to make personal photo copies of everything submitted to the MCC program in the event of a misplaced document or one that is determined by the instructor to be insufficiently completed.

A grade will not be posted for the Intern Student until all assigned work is complete.



## **ATTENDANCE POLICY**

Intern Students are strongly encouraged to attend all internship class meetings. Intern Students are allowed to miss (1) class with no penalty assessed. Intern Students who miss (2) classes for any reason, will be required to attend a make up session to receive credit for the class. Intern Students who miss three (3) or more classes for any reason will receive a grade of "F" in the class and the course will be repeated at the Intern Student's expense.

## **TARDY POLICY**

Intern Students are strongly encouraged to be in class on time. Intern Students who are fifteen (15) minutes late to class will receive a tardy. In addition, if an Intern Student leaves class fifteen (15) minutes before class is dismissed, he/she will also receive a tardy. Three (3) tardies will be counted as an absence.

If an Intern Student is thirty (30) minutes or more late to class, he/she will receive an absence for that class meeting. In addition, if an Intern Student leaves class thirty (30) minutes or more before class is dismissed, he/she will receive an absence.

Below are behavioral expectations which will provide a conducive learning environment for all Intern Students in the classroom and will allow for successful completion for TCIN 1004 and TCIN 1005:

1. All cell phones are to be turned off and put out of sight. If an emergency call is expected, notify the instructor and place the cell phone on the instructor's desk at the front of the room.
2. The use of alcohol, drugs, or tobacco products is not allowed in the classroom.
3. Intern Students should not enter the class with the smell of or under the influence of drugs or alcohol.
4. Intern Students should take care of personal business before class starts. Leaving and entering the classroom disrupts the learning environment. Exceptions for sickness will be made. Classes will have a short break.
5. Expressions or opinions and questions on classroom discussions are encouraged.
6. Mutual respect of other's opinions is expected.
7. Loud, raucous behavior in the classroom is not acceptable.
8. Intern Students are expected to participate in the classroom discussion. Intern Students will not be allowed to read newspapers, work on school work, place their head on their desk, sleep, etc., during class time. Class participation is a part of the grade in the class.
9. Intern Students should remember and follow MCC's attendance requirements. All paperwork should be turned in at the appropriate time. This is to be done at the beginning of class.
10. Intern Students should always be respectful of the instructor.



It is the sincere wish that the internship be a pleasant experience. Instructors have years of experience in a variety of situations that will benefit the students. Student Interns are encouraged to enter into discussions, participate in all class activities, learn from the instructor and fellow classmates and complete necessary requirements on time.

Intern Students requiring additional assistance, based on their evaluation reports, may be placed on an Intervention Plan by their Supervising Mentor. This will be done with the knowledge and approval of the campus principal and School Mentor.

### **OFFICIAL ADA STATEMENT**

In accordance with the requirements of the Americans with Disabilities ACT (ADA), MCC's designated ADA co-coordinators, Dr. Johnette McKown, Executive Vice President and Dr. Lynn Abernathy, Vice President, Student Services, are responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical alterations of classroom setting (e.g., separate table and chair, wheelchair access, etc.) should contact Dianne Feyerherm at 299-8843 or [dfeyerherm@mclennan.edu](mailto:dfeyerherm@mclennan.edu). Students with all other disabilities (e.g., learning, ADD, dyslexia, etc.) should contact Marc Sweatt at 299-8122 or [msweatt@mclennan.edu](mailto:msweatt@mclennan.edu).

- \* MCC does not discriminate on the basis of gender, disability, race, creed or religion, color, age, or national origin.

Revised 8/01/2008; M:Alternative Teacher Certification/Internship/Syllabus



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