**College of Education and Human Performance**

**Elementary Education**

**Internship I Roles and Responsibilities Plan**

<table>
<thead>
<tr>
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<th>Week 1 &amp; Week 7</th>
<th>Weeks 2-5 &amp; Weeks 8-11</th>
<th>Week 6 &amp; Week 12/13</th>
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<tbody>
<tr>
<td><strong>Supervising Teacher</strong></td>
<td>Meet with intern to discuss attendance (sign-in) procedures, classroom expectations/management plan.</td>
<td>Complete 2 observations of intern using Internship I Observation Form.</td>
<td>Complete Internship I Performance Profile.</td>
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<td>Meet with intern to discuss UCF course assignments, roles and responsibilities, Internship I checklist.</td>
<td>Provide timely feedback on observation.</td>
<td>Meet with intern for final conference.</td>
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<td>Schedule weekly conferences with intern.</td>
<td>Meet and discuss observation.</td>
<td>Provide completed Internship I Performance Profile to intern.</td>
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<tr>
<td><strong>Intern</strong></td>
<td>Meet with supervising teacher to discuss attendance (sign-in) procedures, classroom expectations/management plan.</td>
<td>Work on UCF course assignments.</td>
<td>Meet with supervising teacher for final conference.</td>
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<td>Meet with supervising teacher to discuss UCF course assignments, roles and responsibilities, Internship I checklist.</td>
<td>Work on completion of Internship I checklist.</td>
<td>Finalize UCF course assignments.</td>
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<td>Make note of scheduled conferences.</td>
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<td>Upload Internship I Performance Profile, Placement Checklist, and 2 observations to Webcourses.</td>
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**Intern Information**

Intern: ___________________________  Catalog Year: ____________
Email: ___________________________  Phone: __________________

Internship I Liaison: ___________________________
Email: ___________________________  Phone: __________________

Intern’s Current Schedule: (UCF classes, instructors, and work schedule if applicable)

UCF Instructors and email addresses: