1. **Professional Development Plan:** To be created by the **third week** of internship. The plan will be checked by the UCF coordinator during the first observation and signed off by the UCF coordinator, collaborating teacher, and intern by the final point in the semester to indicate the plan has been completed. The plan will be turned into UCF.

2. **Internship Assessment Rubric:** A guide to help the observer(s) objectively assess the performance progress of the intern. For each indicator, a scale describes the level of performance and is used to determine the rubric score that will be recorded on the Internship Assessment Summary Sheet.

3. **Internship Assessment Summary Sheet:** A reflection of the intern’s performance progress at the midpoint and at the final point of the internship semester. The summary sheet is translated to Live Text by the UCF coordinator to capture the progress at both midpoint and final. The midpoint and final summary sheets are signed by the intern, the collaborating teacher, and the UCF Coordinator. Both the midpoint and final summary sheets are turned into UCF at the end of the semester.

4. **Internship Observation Instrument:** Used to reflect the level of performance during formal observations. A minimum of **5 formal observations** should be conducted by the collaborating teacher by the end of the internship semester. The observation instrument is used by the collaborating teacher and UCF coordinator to give constructive feedback on performance.

5. **Teacher Work Sample:** The Teacher Work Sample rubric will be used by the UCF coordinator to determine the rating for each component. The Teacher Work Sample is required to demonstrate the intern’s impact on P-12 student learning.

6. **ESOL Performance Profile/TESOL Notebook:** Interns with majors in Elementary Education, Early Childhood Development & Education, Exceptional Education, and English Language Arts Education must demonstrate a completed TESOL Notebook and ESOL Performance Profile by the end of the internship semester. The UCF coordinator will sign the ESOL Performance Profile after having reviewed it and the TESOL Notebook. Only the ESOL Performance Profile will be collected and turned into UCF. The intern will retain the TESOL Notebook.

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**Grading**

**Undergraduate Interns:** A final grade of S or U will be assigned. To earn a grade of S, all indicators must reflect Proficient performance.

**Graduate Interns:** A final grade of A, B or F will be assigned. To earn a grade of B, all indicators must reflect Proficient performance. An A grade will be assigned only when the majority of indicators are reflected at the Exemplary level of performance.