Welcome to Internship I! In this packet you will find information and various forms which need to be completed during Internship I.

1. Internship I Roles and Responsibilities Plan: This form gives you a time line of when activities should be completed in your Internship I experience. There is information for you and for your supervising teacher. Please meet with your supervising teacher the first week of your internship to go over the requirements and expectations for you and for your supervising teacher.

2. Internship Checklist: This gives you the tasks which you are required to successfully complete for Internship I. You need to initial and your supervising teacher should initial this form for each of the tasks and upload at the end of the semester.

3. Internship I Observation Form: This form will be completed by your supervising teacher for any formal observations. You are required to have two formal observations, one during weeks 2 – 5 and one during weeks 6 – 9 (items 4 and 5 on checklist). These forms should be signed by you and the supervising teacher and submitted with the Performance Profile at midpoint and the end of the semester.

4. You are required to attend 2 Internship Seminars and one KnightEd Talk (formerly HAPPY Hour Workshop) during the semester (item 7 on checklist). You will be excused from Internship on the days of the Internship Seminars. You should **schedule the KnightEd Talk on your own time**, DO NOT procrastinate. There are a variety of KnightEd Talks from which to choose. All Internship Seminars will begin at 9:30 am. The dates are available on the Clinical Experiences calendar. Seminars will be half-day. The Internship Seminar topics are as follows:
   a. Seminar One:
      i. Topics: Ethics & Digital Learning Tools
      ii. Bring Internship II applications/packets for signatures if you are planning on completing Internship II the following semester.
   b. Seminar Two:
      i. Topics: Teaching Students with Exceptionalities & Reflection
      ii. Electronically submit midpoint Internship I Performance Profile and first observation form by date indicated on calendar.

5. For satisfactory completion of Internship I, the intern must receive Performance Level 2 in each category on the Final Internship I Performance Profile.