**PDS Intern Checklist**

Please indicate your completion of each item as the semester continues. This checklist will help you both stay on track and remind you of important dates, assignments, and conversations which will help you be successful in your pre-student teaching clinical semester

**Prior to school year starting**

\_\_\_ 1. Attend pre-service institute days with mentor teachers

\_\_\_ 2. Ask about building keys, name badge, internet and email access, copy machine/process and parking

\_\_\_ 3. Introduce yourself to department, faculty, and staff

\_\_\_ 4. Search out the building “glue team” (secretaries, custodians, lunch staff, resource officer) and introduce yourself

\_\_\_ 4. Set up a “work station” in a classroom or department

\_\_\_ 5. Tour the school looking for (library, media center, guidance counselor, administration office, gym, teacher work room, mailbox)

\_\_\_ 6. Understand the cafeteria/eating area

\_\_\_ 7. Gain and understanding of the school’s technology capabilities

\_\_\_ 8. Ask for class rosters to begin the process of name recognition

\_\_\_ 9. Ask questions regarding school/classrooms rules, student handbook, faculty handbook. Become aware of your “teacher presence”

**First Two Weeks of School Semester**

\_\_\_ 1. Attend each mentor teacher’s class as much as possible during the first week of classes (ISU is not in session yet, so you should plan accordingly to be at your host school as much as possible).

\_\_\_ 2. Introduce yourself to students and give some background to who you are/what you are doing. Begin to learn student’s names

\_\_\_ 3. Engage in a conversation with a teacher who is not your mentor teacher and not from your content area

\_\_\_ 4. Introduce yourself to the school’s administration team and let them know who you are working with and in what subject area. Ask questions pertaining to expectations and school environment.

\_\_\_ 5. Discuss parent contact email/phone interactions with mentor teacher

\_\_\_ 6. Search out an activity/club of interest and discuss the “inner workings” of the club with the sponsor (participate/volunteer if you want)

\_\_\_ 7. Introduce yourself to the special education team and learn what students you may have interactions with in class needing additional services

\_\_\_ 8. Have a conversation about observation guidelines. When can you begin to help with creating/administering activities, small group work activities, classroom involvement. In general, PDS interns are proactive in seeking opportunities to get involved in classroom environment early in the semester.

 \_\_\_ 9. Discuss the school’s discipline policy, referral and detention documentation for understanding

\_\_\_ 10. Be aware of your continued efforts to develop your teacher identity within both the classroom and school environment. This will set you on the correct path to establishing your teacher voice.

**During the semester**

\_\_\_ 1. Attend parent/teacher conferences with mentor teacher

\_\_\_ 2. Attend in-service days when schedule permits

\_\_\_ 3. Assist your mentor teacher with IEP/504 plan meetings when needed

\_\_\_ 4. Attend a sporting event and a club/organization event

\_\_\_ 5. Identify 3-Day microteaching topics/dates with classroom mentor teacher and TCH 216/219 instructor the week of Sept 9-113

\_\_\_6. Have mentor teacher complete a Summative Evaluation of PDS intern by the end of the semester

\_\_\_ 7. It is a good idea to have a PDS Experience Journal for the semester/year. This will help with personal reflection, professional growth, and enhanced perspective. This will help! Trust Us! (A quick reference to help reflect on what you see, do, actions, growth, and positive interactions)

\_\_\_8. Become familiar with and have a working knowledge of how to implement the Democratic Ideal

**PDS Program Requirements**

\_\_\_ 1. Attend the PDS “check in” meeting- Aug 30th 4:30-6:30pm

\_\_\_ 2. Attendance at the Festival ISU PDS Table (1-2 Hours) Aug 29, 2019 10-3pm (min 2 per hour)

\_\_\_ 3. Attendance at the PDS Showcase (1-2 hours)- Sept 10, 2019 9-2pm ( min. 2 per hour)

\_\_\_ 4. Attendance at the PDS Fall seminar meeting (Typically in October)

\_\_\_ 5. Take part in the PDS program “Book club” activities when available. This will help the cohort become a cohesive group allowing for shared experiences throughout the semester.

PDS Intern Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_