Professional Internship
First Visit Checklist

Name of Professional Intern

Name/Address of School

School Telephone

Name of Cooperating Teacher

Home Telephone

(Home Telephone for Supervisor Exchanged with Cooperating Teacher)

Name of Principal

Name of Supervisor/Department Chair

Availability of Cooperating Teacher (Teacher's Daily Schedule e.g., Prep Period/Duty Period)

CHECKLIST

Check tasks listed below which were completed during the first visit.


____ Copies of basic school information provided by professional intern:

__________ School Bell Schedule

__________ Teacher Schedule

__________ District Calendar

____ Name(s) of textbook(s) to be used by students in intern's program/classes:


____ Pupil textbook(s) given to professional intern.

____ Teacher edition of pupil textbook(s) given to professional intern.

____ Teacher Resource Guide for textbook(s) provided/available to professional intern.

____ NJ Core Curriculum Content Standards reviewed.

____ Nature and importance of Professional Internship Journal explained to student/teacher.

____ Loose leaf book for professional intern on hand.

____ Professional Internship Journal for first few days completed properly by professional intern.

____ Teacher classroom materials distributed to student and included with journal.

____ Cooperating teacher's student guidelines part of journal.

____ Importance of lesson planning explained and stressed to professional intern and cooperating teacher.

____ Lesson plan development by professional intern and before/after review by cooperating teacher understood.
Importance of the professional intern’s “shadowing” the cooperating teacher in all of the teacher’s duties and responsibilities throughout the entire school day.

Importance of continuing and candid communication between both teachers.

Review of method of mid-semester and final assessment for professional intern including the possible use of Special Case Report.

Importance of regular ongoing formal and informal observation/evaluation by cooperating teacher and university supervisor/clinical instructor explained to professional intern.

Importance of excellent written and verbal communication skills for the professional intern in daily classroom teaching.

Small group meeting dates and full day in-service program given to teacher/student.

University meeting dates given to cooperating teacher and professional intern.

Cooperating Teacher Request for Honorarium and Professional Development Hours form completed.

Availability of basic school policies on hand:

- Student Discipline
- Student Attendance
- Graduation/Promotion
- Student Handbook
- Faculty Handbook
- District Curriculum-Core Curriculum Content Standards-Course Proficiencies
- Substance and Child Abuse

Review of school daily sign-in procedure/reporting professional absence/lateness.

Establishment of an appropriate professional intern work area in the classroom.

Collection of intern’s form, attesting that the student has read the handbook.

Professional Internship Target Dates:

By Week Three: Date __________________________
Scope of Experience __________________________

By Week Five: Date __________________________
Scope of Experience __________________________

By Week Seven: Date __________________________
Scope of Experience: ALL CLASSES/ENTIRE PROGRAM

This checklist is the basis of the first narrative observation report. A copy of this checklist must accompany the Narrative Observation Form and be signed by professional intern and cooperating teacher, in addition to the university supervisor/clinical instructor.

University Supervisor/ Clinical Instructor Signature __________________________
Date __________________________

Professional Intern Signature __________________________
Date __________________________

Cooperating Teacher Signature __________________________
Date __________________________