

Course: ED305a/ED305a-SP/ED 306a — Internship Teaching (Advisory)

Units: 2

Term: Spring 2008

INTERN INFORMATION

Intern: _____ Course Grade: _____

Did the intern pass the teaching component of the course? **YES** **NO**

Faculty: _____ Date Grade Issued: _____
(Printed Name & Signature)

GRADING KEY

- A+** Uniformly exceeds the performance criteria.
- A to A-** Generally exceeds performance criteria.
- B+ to B -** Generally meets the following performance criteria.
- C+ to C-** Minimally meets the following performance criteria.
- Incomplete (I)** Criteria not yet met. See “comments” section for additional information.
- Unsatisfactory (U)** Criteria not met. No credit earned.

ATTENDANCE & PUNCTUALITY

- Interns are expected to attend all classes and to be on time.
- If at all possible, interns should discuss unavoidable absences in advance with faculty.
- Every absence requires a make-up assignment. Makeup assignments should be obtained from and submitted to the faculty. All makeup assignments are due two weeks after the incurred absence.
- Every absence results in a course grade reduction of a ½ letter grade (i.e., A to A-).
- Based on the individual situation, two tardies usually equal one absence.

Yes **No**

Attended all course sessions.

Was on-time to all course sessions.

CGU ADVISORY SESSIONS — PERFORMANCE CRITERIA
(Note: Submitting assignments late will adversely impact grade.)

	Exceeded Expectations	Adequately Met Expectations	Minimally Met Expectations	Incomplete
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Thoroughly and conscientiously completed all class assignments on time.

Was prepared for all classes. Was prepared to participate in all planned activities. Had required materials on hand.

Actively engaged in all class activities.

Contributed to the class achieving an atmosphere of inquiry that was engaging, collaborative, professional, and respectful.

Effectively incorporated previous course content (i.e., discussions, lectures, course readings, etc.) and personal experiences in the classroom to advance scholarly discussions.

SCHOOL-SITE TEACHING — PERFORMANCE CRITERIA (Note: Submitting assignments late will adversely impact grade.)	Exceeded Expectations	Adequately Met Expectations	Minimally Met Expectations	Incomplete
Exhibited professionalism at the school site (i.e., was adequately prepared for the day's demands; was appropriately dressed; engaged in constructive conversations with colleagues, administrators, and families; embodied the principles of <i>excellence, equity, & integrity</i> , etc.).				
Exhibited willingness to receive and respond to instructions, critiques, suggestions, and coaching. Identified specific areas for growth and used reflection to guide practice aimed at creating academic success for all students.				
Exhibited growth in developing mastery of appropriate commission standards (CSTPs or TPEs).				
Effectively incorporated strategies for English Learners and integrated diverse cultural knowledge into content.				
Interacted effectively and respectfully with students and families. Demonstrated competence in addressing cultural and linguistic differences in the classroom.				
Planned effectively for class. Also, had complete lesson plans, materials, and forms ready at the start of all scheduled classroom visitations.				

COMMENTS. <i>If the student is receiving an "I" (Incomplete) for the course grade, the faculty should use the space below to</i> <ol style="list-style-type: none"> 1) <i>explain the reason for the incomplete;</i> 2) <i>list what must be done to resolve the incomplete; and</i> 3) <i>if appropriate, provide a timeline for completion.</i> <i>Faculty can attach additional sheets if necessary.</i>
White-Intern's Copy Green -Office Pink-Mentor's copy TLP III Internship Spring 2008