Internship Guidelines

A) Students Teachers Ethical Behaviour during Internship

- Give top priority in time, attention, and preparation to the student teaching assignment.

- Dress professionally and be well groomed at all times.

- Attend orientation meeting prior to the beginning of your student teaching.

- Be punctual and regular in attendance. School board policies dictate the established work day and student teachers are expected to follow these policies.

- Do not leave the school during school hours without the prior approval of your cooperating teacher.

- Address your cooperating teachers by proper name and title when in front of students and parents. Students in your assigned school should not be allowed to call you by your first name.

- Confirm to the schedule of activities, using all experiences to increase your knowledge of the total school environment.

- Take the initiative to arrange time as needed for assistance with planning and evaluating. Remember that your cooperating teacher and university supervisor are here to assist you.

- Determine with the cooperating teacher what classes you will teach and what unit you will develop and teach.

- Make sure that you take proper guidance from your guiding teacher before actual teaching in the school.

- Your guiding Teacher's approval should be must before teaching the lesson in the school classroom.

- Make long range lesson plans in coordination with the cooperating teacher.

- Check unit plans, lesson plans, assignments, materials, etc., with the cooperating teacher.

- Prepare thoroughly and carefully for each day of teaching.

- Be creative when planning lessons and preparing materials to present the lessons.

- Inform the cooperating teacher and university supervisor as soon as possible in the event of an unavoidable tardiness or absence.

- Become acquainted with the school principal, coordinators, teachers, librarian and other auxiliary personnel. Be appreciative of the services they provide.

- Become acquainted with the various learning materials and resources available.

- Become acquainted with the cumulative records and other files pertinent to the students with whom you work.

- Become familiar with the population served by the school to which you are assigned.

- Know the school regulations and rules affecting the students for whom you are responsible.

- Continually engage in self-evaluation of your teaching performance for the purpose of sharing information with your cooperating teacher and university supervisor.

- All information which the intern receives about pupils in his/her class or school is to be kept confidential.

- Internship students are not allowed to do political practice, abusive behavior, cast aspersion on the alma mater, and any harm behavior in the internship school.

- Internship students must accomplish any assignment obliged by the internship school.

- The intern should be sensitive and courteous to all pupils.

- Disciplinary measures used by the intern should conform to the instructions of the supervising teacher.

- The intern must be an example to his/her pupils in every way--physically, mentally, and ethically.

- The intern should be just as interested in and as ready to assist with the improvement of a class as if it were his/her own.

- The intern must realize that each pupil is an individual and must take into consideration individual abilities, interests, and capacities for learning.

- The intern must be completely impartial in interacting with pupils, and must constantly strive to be fair while judging pupils' actions

- The intern should refrain from imposing his/her religious or political values upon his/her pupils, and should exhibit broad-minded, tolerant attitude toward other groups and individuals.

B) Disciplinary Measures for Code of Conduct Violation

Any violation done towards the code of conduct during the internship, internship students will be given:

1. Warning (written/orally)

2. Early Internship-dismissal

3. Internship score reduction

4. Fail to finish the internship