

Responsibilities of the Teaching Intern

The teaching intern works under the supervision of the cooperating teacher to plan, deliver, and evaluate lessons in the school-based agricultural education program. During the internship, the student teacher will take on responsibility for all courses, as well as immerse themselves in all aspects of classroom teaching, being an FFA advisor, and all other areas of the total program.

1. Interns should be genuinely courteous, cooperative, and sincere in their dealings with students, cooperating teachers, administrators, other faculty members, school employees, parents, and residents in the community.
2. Appearance and conduct of the interns should be acceptable for professionals in the agricultural education profession.
3. Interns should observe carefully not only *what* is done but also *how* it is done.
4. Interns must always be discrete about talking to friends and outsiders about what transpires at the internship site.
5. Interns should have additional ideas to present for consideration which can be of value to the educational program. Endeavor to make some permanent, tangible contributions to the department during the teaching internship.
6. Interns should maintain respectful to the cooperating teacher, the school administrator, and other local persons in the school and community cooperative and be helpful by contributing to the total program.

Intern Professionalism

1. Being a teaching intern is a full-time job. It includes being responsible for teaching in the classroom and laboratory, plus out-of-class responsibilities. Attendance and preparation should reflect the seriousness of this responsibility.
2. Interns are guests in the assigned schools; they are expected to support school policies and personnel. All school rules and regulations are to be followed. The cooperating teacher is the immediate supervisor.
3. The administration expects interns to become members of the teaching staff. Every teacher has certain obligations in the total program and the intern must be willing to do their share in this respect. At the same time, interns are not assigned to the school to do "odd jobs" or be a substitute teacher. If the cooperating teacher is absent for any reason, the intern cannot be left alone with students – a substitute must be hired. Interns cannot serve as substitute teachers *for any class* in the school.

4. Interns should dress, talk, and act as professionals. They should exemplify professionalism in dealing with confidential information. Demonstrate a professional attitude in all contacts within the school and community. This includes their contacts that occur after school hours and when they are “off the clock.”
5. Interns are expected to maintain a friendly but professional relationship with students. Interns are not certified teachers, nor are they students’ friends or peers. They should not associate with students outside of school, except in the role of a teacher, or even at school or teacher-sponsored functions.
6. Interns should assume responsibility for the quality of their experience, seek out involvement possibilities, and ask for new assignments or responsibilities as soon as they feel able to master them.
7. Interns should feel comfortable to ask for assistance from the cooperating teacher. No one expects the intern to know everything about agriculture and the cooperating teacher has information they should gladly share if the intern asks for it.
8. Interns should never criticize one student to another, nor should they criticize their class, other teaching interns, their cooperating teacher, administrator, other school or university personnel or program, or the school itself to others. Review the Code of Ethics presented in this Student Teaching Handbook. Conduct unbecoming of a professional educator is considered *just cause for removing a teaching intern* from an assigned teaching internship center.
9. Interns should be allowed to suggest new ideas, but they should strive for tact when doing so. If the idea is not adopted or some idea is being used that may be contrary to their past experiences, they may want to tactfully ask why. Usually there is a very good reason.
10. Interns should approach their internship with an open mind and learn all they can from all experiences (both positive and negative ones). They should get all the experience possible in all phases of the job – program organization and management, classroom teaching, field work, SAEs, and FFA activities. The more they experience during the teaching internship, the less they will face for the first time as a full-time teacher.
11. Interns should take criticism with an open mind and be eager to improve. Suggestions will be offered for their professional improvement. Encourage them to invite suggestions and profit by them. Making positive changes in their teaching as suggested by their cooperating teacher and university supervisor will improve their teaching ability.
12. Interns are sometimes required to provide proof of professional liability insurance coverage prior to beginning their teaching internship experience. Student members of the National Association of Agricultural Educators (NAAE) have liability insurance provided for them through their membership dues. All UF students are student-members of NAAE.

Classroom and Laboratory

1. First contacts are important. Interns should learn the names of students and as much about them (SAEs, home conditions, etc.) as soon as possible before starting their teaching.
2. Interns should prepare their lesson (instructional) plans carefully and have them checked and approved by their cooperating teacher several days in advance so they can make any recommended changes. This also applies to exams, field trips, meetings, audio–visual materials, etc.
3. Interns should maintain an orderly, business–like classroom atmosphere. They must maintain proper control of their classes. They should secure the cooperation of their class, but not be too "easy" or overly friendly. As they gain experience, they can more easily direct and supervise classroom work which allows greater and more desirable student activity and freedom. They will gain student respect for doing a good job without being overly concerned about them "liking you."
4. Interns should work to improve such things as their handwriting, board work, grammar, spelling, etc. They must set a good example for their students.
5. Interns should be involved in delivering online instruction when appropriate. Work in concert with the cooperating teacher to maintain school learning management programs and monitor student progress.
6. The intern should not talk down to the students nor go above their heads. They will need to take into consideration their age and experience. They should check often to see that the whole class is following them. They should study the work of the cooperating teacher(s); always try to determine why they do what they do.
7. Teaching in the laboratory also requires careful planning and organization. They should secure and organize their materials and equipment in advance.
8. On field trips, the intern should plan and inform students of what they want the students to observe (or do). They should follow this up later in class by means of discussion, a quiz, further explanation, or other appropriate activities.
9. The intern should be prompt in meeting all the classes and appointments. It is better to arrive ahead of time than to rush into a room just ahead of the bell. They should be consistent in their methods and relationships. Develop patience and self–control.

General Guidelines and Policies

1. The local school authorities have granted permission for them to observe classes and to complete their teaching internship in your school. They know that the continuance of this

privilege to those who will follow them depends upon how well they do their work and the manner in which they conduct themselves.

2. The intern should be prepared to spend the time necessary to participate in the activities expected of agriculture teachers. They are expected to take an active role in evening and weekend activities. Remember, this internship is an opportunity for them to experience the roles and responsibilities of teaching agriculture. Plan to help them be involved in a variety of activities and budget their time and other resources in order to allow for their participation. *Employment is not allowed* since it would detract from the potential benefits of the teaching internship experience.
3. Interns should keep the required records and reports and submit them on time.
4. If the intern should leave the school for any reason, they must have the consent of their cooperating teacher. They will report any absence (for any reason) to the cooperating teacher as soon as possible and arrange for their classes to be taught. Interns should also inform their university supervisor of any absence. In addition, if they leave the community over a weekend or holiday, they should inform the cooperating teacher of their whereabouts.
5. At least for the first three weeks of their teaching internship, they should set aside time at the end of each day for a conference with the cooperating teacher. After the third week of teaching, conferences may be held on a weekly basis. However, they must meet with their cooperating teacher weekly for an evaluative conference throughout the internship period. The intern should complete the self-assessment portion of the *Teaching Internship Weekly Evaluation Form* prior to each weekly meeting.
6. The intern should communicate often with their university supervisor. They will complete weekly *Reflection Journals* on time and contact their university supervisor for help as they need it. At least three days before their university supervisor's visit, they must complete the *Pre-Observation Work Sheet* and email it to their supervisor. Then, they will schedule a phone conference with their supervisor to discuss the visit. Feel free to contact the university supervisor at any time.
7. The intern should attend to all financial matters and any other obligations before leaving the community.
8. The intern should ask the cooperating teacher for copies of any desired teaching materials for their future use.