

List of Guiding Questions for the Internship Preliminary Conference

1. Is there a school handbook distributed to teaching faculty of the school? If so, is a copy available for the Intern?
2. What preparations are necessary to handle fire drills or other extreme weather emergency drills? (Be specific – what exits, stairwells, side of the hallway, place to wait for reentry to the building.)
3. Are there bells that ring during the day? What do the different bells signify?
4. What is the daily schedule? Is there an alternate schedule used on certain days? If so, what are these alternate schedules and who determines the use of them (weather release days, early release days, school assembly days, etc.)?
5. What are the regulations concerning visitors to the classroom? Is there a sign-in procedure expected of the Intern or the University Supervisor?
6. What are the regulations concerning students leaving the classroom during instructional time?
7. What are the procedures for students leaving campus during instructional time?
8. How are the services of the nurse and custodian secured?
9. What are the Cooperating Teacher's non-instructional additional duties? Which of these duties will transfer to the Intern during the internship?
10. Where are the rooms for any special activities? Is there a map of the school for the Intern?
11. What are the specific duties of the media specialist/librarian? How should the Intern approach any needs from this department?
12. What are the specific duties of the office personnel? What interactions should the Intern expect in this area?
13. What is the discipline plan for the school? What is the discipline plan for the classroom? Are there specific forms and records for use in a discipline situation?
14. What computers are available for students and teachers in the school? What software is used in the school and for documents prepared for the school? Are teacher web pages required in the classroom? What are the procedures for student use of computers?