

Intern to Teacher Program

Features of the program:

- Full Time Mentor Teacher
- Year Long Learning Experience
- MCSD Stipend
- CSU Mentor Teacher

Through Columbus State University's strong Partner School Network and the CQTL Advisory Board, the Intern to Teacher Program was established to address the teacher shortage in Muscogee County School District. This program is set up to run a complete academic year beginning each Fall in elementary school. The program consists of a team/s of two CSU teacher candidates enrolled in the College of Education and Health Professions. These students have successfully completed Block 1 and Block 2 classes and field experiences. There is an application and interview process to select the candidates interested in pursuing this avenue into the teaching profession. The selection committee reads the application and essay, looks at professors' recommendations, cooperating teachers' recommendations, Mentor Teacher observations, and then candidates go through the interview process. Interested candidates apply during Spring Semester Block 2. Once selected, the interns will complete Block 3 of the program during summer semester. Course work will be online and field experience requirements will be completed in person during MCSD schools' summer programs. Once school begins, the interns are given responsibility for their own classroom where they are supported and coached daily by a mentor teacher who is employed by MCSD and deemed a "Master Teacher". Interns are paid a stipend by MCSD. The mentor teacher also applies and interviews for this position. The mentor teacher is assigned to the two interns ONLY. In addition, CSU provides a Mentor who works with the Mentor Teachers and Interns on a regular basis to observe, provide feedback, model lessons, and provide extra support from the college level. Teacher candidates completing this Intern to Teacher Program develop high levels of teaching competence through guided teaching experience, creating and implementing lesson plans to meet individual needs of diverse learners and designing instruction and assessment to promote student learning.

Roles and Responsibilities of the Intern

- Evaluated on TKES by building leaders
- Observe lessons being modeled by Mentor Teacher
- Participate in daily/weekly reflection facilitated by Mentor Teacher
- Collaboratively plan together
- Interns will use the same classroom management plan
- Follow parent/guardian communication procedures as noted below
- Follow all school procedures as outlined by building administration
- Adhere to all CSU and MCSD deadlines
- Coordinate parent/teacher conferences with all parents within the first nine weeks of the school year (Mentor Teacher must be present at all conferences)
- Display professionalism:
 - Be on time to school each day
 - Attend all school related meetings (during and after) unless notice is given of an absence.
 - Be on time to meetings. Show up prepared with laptop, something to write with, and notepad.
 - Keep a calendar to ensure deadlines are met.
 - Check and respond to CSU and MCSD email daily.
 - Notify proper school personnel and Mentor Teacher in the event of an absence. Log absences in Frontline.
 - Keep updated Emergency Substitute lesson plans and student work in your classroom.

Roles and Responsibilities of the Mentor Teacher

- Mentor Teacher will only mentor the two interns
- Mentor Teacher will be in the classroom at all times with the interns
- Mentor Teacher will not hold any other duties or responsibilities at the school or district level
- Provide guidance during the preparation of the classroom prior to school starting

- Model the planning process of lessons
- Provide training and modeling of Canvas, Infinite Campus (attendance, gradebook, etc), IEP's, 504's, and other school district mandates
- Use the Gradual Release approach for each subject area (modeling, co-teaching, releasing the intern to teach)
- Provide constructive feedback to ensure the Intern is prepared for teaching
- Reflect with the interns on a daily/weekly basis
- Model and provide input on parent communication (phone calls, printed letters, conferences, etc)
- Adhere to all CSU and MCSD deadlines
- Follow all school procedures as outlined by building administration
- Model professionalism:
 - Be on time to school each day
 - Dress professionally as an example for interns
 - Attend all school related meetings (during and after) unless notice is given of an absence
 - Be on time to meetings. Show up prepared with laptop, something to write with, and notepad
 - Keep a calendar to ensure deadlines are met
 - Check and respond to MCSD email daily
 - Notify Interns and proper school personnel of an absence. Log absences in Frontline

Contact Information

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