

**EAST CAROLINA UNIVERSITY
OFFICE OF CLINICAL EXPERIENCES (OCE)**

Speight Room 104
Greenville, North Carolina 27858
Phone: 252-328-6051 Fax: 252-328-2361
oce@ecu.edu

<http://www.ecu.edu/cs-educ/oce/index.cfm>

Intern I Clinical Teacher Checklist & Timeline

Number	Items	Timeline
1.	Orient intern to the school and community (Resource: Intern Orientation checklist)	Beginning of Intern I
2.	Become familiar with the assignments that intern must complete at the course site by requesting to review syllabi	Beginning of Intern I
3.	Review the contents of the Intern I Agreement Form and determine the dates in which the intern will be at the school site (Intern I interns follow s the ECUcalendar.)	Beginning of Intern I
4.	Orient the intern to your classroom (Resource: Shared Expectations for Internship.)	Beginning of Intern I
5.	Complete Clinical Teacher section of the Intern and Clinical Teacher Information Form via SONIA email.	Beginning of Intern I
6.	Review with the intern the contents of the ECU Dispositions Instrument	Beginning of Intern I
7.	Complete Intern I Support Survey sent via email.	Midway through semester
8.	Make time to conference with the intern to address any questions or concerns. (Minimum documentation of the conferences on Intern I Agreement Form.)	Throughout Intern I
9.	Approval and critique all plans before they are taught	Throughout Intern I
10.	Provide the intern with feedback - both positive comments and suggestions for improvement.	Throughout Intern I
11.	Involve the intern in a variety of classroom activities (Resource: Suggested Activities and Responsibilities)	Throughout Intern I
12.	<u>Share</u> materials and ideas	Throughout Intern I
13.	Keep a record of attendance and tardiness of the intern. If excessive, report to the university via your contact.	Throughout Intern I
14.	<u>Rate</u> the intern on the ECU Dispositions Instrument and complete with the intern via SONIA link. All signatures are electronic.	End of Intern I
15.	<u>Meet</u> with the university supervisor during the first ten days of the Internship II semester.	End of Intern I

Revised November 7, 2023