

**CHECKLIST FOR INTERNSHIP NOTEBOOK(S)
2013 FALL SEMESTER
PLACEMENT ONE**

Name of Intern _____ Date _____ Campus _____
 Name of University Supervisor _____ Cooperating Teacher _____
 Assigned School _____ City _____ State _____
 Placement (grade/subject/etc.) _____
 Recommendation: Pass Fail Signature of Evaluator _____

NOTE: Refer to the *Troy Professional Internship Handbook for 2013-2014.*

REQUIRED DOCUMENTATION	INCLUDED	NOT INCLUDED WITH COMMENTS
____ Alabama Standards for Placement One Grade Level in All Subjects; Common Core		
____ Georgia Standards for Placement One Grade Level in All Subjects; Common Core		
Section A - Introduction		
Copy of Professional Internship Handbook		
Copy of Intern's Autobiography		
Copy of Intern's Philosophy of Education		
Section B – Report of Attendance		
Copy of Daily Attendance Report, Signed by Cooperating Teacher		
Section C – General Information		
Copy of School Policies, Procedures, School and Faculty Handbook		
Classroom Sketch		
Student Seating Chart		
Rules with Consequences		
Class Schedule		
Section D – Lesson Plans		
Organized by Subject Area and Dated		
Followed Troy's Lesson Plan Design with Standards, Long and Short Range Objectives, Activities, Materials and Resources, Accommodations, Evaluation, and Self Reflections		
Lesson Plans Signed by Cooperating Teacher		
Organized by Date Taught		
Reflections Included on Each Lesson Taught		
Section E - Evaluations		
Copies of Evaluations Completed by Cooperating Teacher		
Copies of Evaluations Completed by University Supervisor		
Section F – Proficiency Matrix		
Signed Copy of Diversity Matrix		
Signed Copy of Technology Proficiency Matrix		
Signed Copy of Content Ability Matrix		
Section G – Other Documentation		
Professional Learning Opportunities		
Classroom Observations		

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Lesson Plans Signed by Cooperating Teacher		
Organized by Date Taught		
Reflections Included on Each Lesson Taught		
Section E - Evaluations		
Copies of Evaluations Completed by Cooperating Teacher – 2 PEPE; 1 Final		
Copies of Evaluations Completed by University Supervisor – 2 PEPE; 1 Final		
Section F – Proficiency Matrix		
Signed Copy of Diversity Matrix		
Signed Copy of Technology Proficiency Matrix		
Signed Copy of Content Ability Matrix		
Section G – Other Documentation		
Professional Learning Opportunities		
Classroom Observations		

Signature of University Supervisor _____
 Date _____