

Checklist for Internship Notebook(s)

Placement One Placement Two

Name of Intern _____ Date _____ Campus _____

University Supervisor _____ Mentor Teacher _____

Assigned School _____ City _____ State _____

Placement (grade/subject/etc.) _____

Recommendation: Pass Fail Signature of Evaluator _____

Note: Refer to the *Troy Professional Internship Handbook*

Required Documentation	Included	Not Included With Comments
_____ Alabama Standards for Placement Grade Level in All Subjects; Common Core		
_____ Georgia Standards for Placement 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 Mentor Teacher		
Section C - General Information		
Copy of School Policies, Procedures, School and Faculty Handbook		
Classroom Sketch		
Student Seating Chart		
Rules and 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, evaluations and self-reflections.		
Lesson plans signed by Mentor Teacher		
Organized by date taught		
Reflections included on each lesson taught		
Section E – Evaluations		
Copies of evaluations by mentor teacher		
Copies of evaluations 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		