

Master of Arts in Teaching (MAT) Degree

Internship Information Packet

Updated 7/28/2009

The Master of Arts in Teaching (MAT) is a degree and licensure program for students who have a bachelor's degree and want to become teachers. The MAT leads to a master's degree and a NC teaching license. The information in this packet is intended for interns, cooperating teachers, supervisors and other evaluators, observers or mentors.

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MAT Internship Information

(This applies to NCTeach & Alternate Licensure Interns as well.)

For Interns, Cooperating Teachers and Supervisors

General Information: The MAT Internship is a full-time, semester-long internship comprised of teaching and fulfilling other teaching duties. The intern basically takes over for the classroom teacher in all aspects of the job. A University supervisor will observe each intern at least three times.

Course Registration for MAT Interns: Interns must register for a minimum of 6 credit hours during their internship. All MAT interns register for EDCI 695, an online Discussion Seminar on Webcat. Most MAT interns register for EDCI 689. Section 01 is for resident students; Section 50 is for Distance Learning students. Exceptions: ART & MUSIC interns register for the internship through their departments (ART 563) or (MUS 593).

Some interns want to register for 9 credit hours because of financial aid, and if so they should register for an extra section of EDCI 689 (02 or 51, depending on resident or distance status.)

Length of Time: Interns should commit themselves to 12 weeks' in the classroom. The state minimum is 10 weeks of full-time internship to qualify for the NC teaching license. Reliability, in terms of attendance and punctuality, is highly valued and expected.

Your internship schedule: It varies. When possible, interns should plan to start on the first day of school following summer vacation or December holidays. The intern follows the same basic schedule as the teacher, including before and after school duties. Ideally, interns should meet with their cooperating teacher the semester before the internship and find out as much as possible about the schedule, subjects, course objectives, classroom routines, procedures and classroom management and discipline approaches. It is best if the intern can spend some time observing and planning with the cooperating teacher prior to beginning teaching. If starting in January, the intern may be able to start with observations when school restarts in January and then when the new semester begins, take over completely. However, the individual schedule varies somewhat and is an agreement between the intern, the Cooperating Teacher and the University or Academic Supervisor (MAT students have only either a University or an Academic Supervisor, not both). Some prefer to take over classes gradually over a period of two or three weeks, one at a time until they have taken over the entire day, every day.

Absences: If it is impossible to be at school on time, due to sickness or other serious reasons, call the teacher as soon as possible and follow pre-arranged policy for absence or school closing days due to weather or other circumstances. Be sure the teacher and school secretary have your contact numbers.

Contact Information: Be sure your cooperating teacher and supervisor or mentor have your phone number and email address, and vice versa.

Lateral-entry Teachers: MAT & Licensure students may obtain a teaching position and get paid as a lateral entry teacher *at the same time* they are enrolled in their internship. Yes, they can double-dip – doing an internship at the same time they have a paid teaching position. They may do this because, unlike undergraduates, they already have a bachelor's degree in their major. In fact, interns may also be paid as substitute teachers if the cooperating teacher needs a substitute. To be paid as a substitute, you have to follow the school district's substitute policies & procedures and be listed as an approved substitute.

University or Academic Supervisor & the Cooperating Teacher. The University or Academic Supervisor is usually the only WCU supervisor for graduate level interns. The supervisor will meet with the cooperating teacher and will observe the MAT intern and give written evaluations. The three of them will collaborate on feedback, suggestions and mid-term and final evaluations. As in a typical student teaching situation, the cooperating teacher is a full partner in the process of helping the intern learn to teach. The cooperating teacher's continuous feedback is essential. The cooperating teacher is asked to give three formal written evaluations, using the Observation form or the Beginning Teacher Performance Appraisal Instrument, in addition to the continuous written and verbal feedback that is a natural part of the internship process.

The intern should take the feedback as constructive suggestions and make an effort to implement changes. Dr. Sprague and the other supervisors will observe and evaluate the interns.

Lateral Entry Teachers will not have a cooperating teacher, but they may have a mentor or other designated person to help throughout the internship and sign the requisite forms at the conclusion.

Distance Students. Students who are doing their internship at a distance too far from WCU to have our Supervisors visit will have to make arrangements through the Office of Field Experiences at 828.227.3315. Observations may be completed by designated school personnel, such as principal, assistant principal, department head and/or mentor. They must complete all requirements.

Lesson Plans.

Complete lesson plans for each week must be made one week ahead and must be available every day. Lesson Plans should be kept in an Internship Notebook, a three ring binder for each subject you teach. The Internship Notebook should be available to your supervisor when she or he comes to observe. The Internship Notebook should be well organized and contain Lesson Plans, class notes, handouts, tests, quizzes and exams, overheads, notes about specific students, reminders, etc. Lesson Plans should include the following information:

- Goals/Objectives
- Materials & Supplies
- Activities - Running log of planned activities, including timing
- Differentiation – How will the teacher plan to meet the needs of diverse learners?
- Assessment - How to evaluate what you taught; how will you know what students have learned?
- Brief reflection/self-evaluation of this lesson (i.e., what would you do differently?)

The supervisor for ART & MUSIC interns may use a different format. ART & MUSIC interns should adhere to their own supervisor's requirements.

Webcat Online Seminar - EDCI 695

It is common for interns and student teachers to meet once a week in a seminar to process, discuss and debrief the teaching experience. We provide the seminar as an online 'virtual' seminar, and it has been a very effective way to use the online format and provide the depth of reflection needed to process the experience. You must sign in to the seminar on WebCat during the first week of WCU's semester, and follow the guidelines and requirements posted. These include weekly postings of your reflections and analysis and responses to each other.

Other Requirements.

- Have two video-tapes taken of yourself teaching a class. You should complete one video tape by the 4th week and the second by the 7th week of the internship. Permission must be obtained from parents of all students under the age of 18 for use of the student's image (photos, video-tapes, etc.). Permission forms are at this link: <http://paws.wcu.edu/mherzog/documents/VIDEOTAPINGINFORMATIO1.doc>
- Teacher Work Sample (TWS) – must be completed and by midterm which is designated as the last day of the WCU mid-term break (October or March).
- MAT Portfolio – due two weeks before graduation. You must request two faculty reviewers at the beginning of the semester and tell them when you expect to have your portfolio to them.
- The TWS and the MAT Portfolio both have very specific requirements and components. You must read the instructions and complete all parts of each. Go to this link for both: <http://paws.wcu.edu/mherzog/mathandbook.html#Graduation>

Intern Responsibilities:

The internship is expected to begin on a full-time basis at the school on the date that teachers report each semester (August and January). The specific date for each intern will vary. The intern's responsibilities include, but are not limited to:

- Ethical and professional behavior toward students, parents/guardians and educators;
- Respecting the cooperating teacher's professional responsibilities and authority in the classroom at all times;
- Assisting the cooperating teacher in the practice of teaching
- Abiding by school policies and enforcing school rules in a professional manner;
- Arriving on-time and ready to work; and maintaining consistent attendance at the school;
- Working closely with the university supervisor to complete performance evaluations promptly and effectively;
- Working successfully with all students to understand and respect their variations in cultural/ethnic identity;
- Working with the cooperating teacher to incorporate the use of educational technologies into the practice of classroom teaching;
- Planning and taking responsibility for meeting the requirements for personal transportation that are associated with fulfillment of the internship responsibilities; and
- Other duties as assigned.

Internship Agreement

This form is to be signed and sent to your University or Academic Supervisor. Keep a copy in your Internship Notebook.

I have read the information and guidelines for successfully completing the MAT or NCTEACH internship. I am aware of the requirements and deadlines for successful completion of my internship. I agree to complete said requirements and adhere to the deadlines.

Intern's Signature _____ Date _____

MAT Internship & Graduation Checklist Secondary/Special Subject Area Students

Intern _____ Phone #s _____ Email _____
School/Grades/Subjects _____
School Phone _____ Address _____
Cooperating Teacher/Evaluator _____ Phone/Email _____
University Supervisor _____ Phone _____ Email _____

The following items should be completed and kept in an Internship Notebook for review and documentation. The Internship Notebook should be available for the cooperating teacher and the supervisor during observations and conferences.

Graduation Application submitted. Graduation Application (due February 15 for May graduation; May 15 for August graduation; September 15 for December graduation).

_____ Internship Agreement signed and sent to University or Academic Supervisor.

_____ Copy of internship schedule. (Send a copy to supervisor asap.)

_____ Full Lesson Plans completed throughout the semester.

_____ Participation in EDCI 695, Online Discussion Seminar, throughout the semester.

_____ Cooperating teacher feedback/comments *at least* three times during the semester, but as often as necessary or desired. (For Lateral-entry teachers, mentors or observers should be designated in the place of the cooperating teacher. Observations may be conducted by school staff other than the Cooperating Teacher (e.g., mentor, department head, assistant principal, principal, etc.) if applicable, e.g., as in the case of lateral entry teachers.)

_____ 2 videotaped lessons with written analysis from MAT Student. The intern should select a few short segments from each videotape to illustrate particular approaches, problems encountered and changes made and to be viewed with the supervisor. See release form above.

_____ TWS submitted

_____ MAT Portfolio submitted

Dates of University or Academic Supervisor Visits & Observations:

1. _____
2. _____
3. _____
4. Add additional observations/conferences here if needed

Contact Information

- Dr. Mary Jean R. Herzog, MAT Advisor, mherzog@email.wcu.edu ; 828.227.3327, Killian 108B
- Dr. Lenda Sprague, University Supervisor & Seminar Instructor, lenda@charter.net ; 828.645.9723
- Dr. Dan Grube, Associate Dean, College of Education & Allied Professions, 828.227.3306, dgrube@email.wcu.edu; Killian 222
- Dr. Ellen Sigler, Head, Department of Educational Leadership & Foundations esigler@email.wcu.edu – 828. 227.3320, Killian 233
- Ms. Barbara Schade, Licensure Specialist, bschade@email.wcu.edu – 828.227.2000, Killian 219
- Ms. Kristie Coggins, Graduate School Specialist, kcoggins@email.wcu.edu ; 828.227.3176, Outreach Center/Camp Building

Advisors – For advice related to your concentration, contact:

Art - [Dr. Erin Tapley](mailto:erin.tapley@wcu.edu), 828-227-3598
Biology - [Dr. Sabine Rundle](mailto:sabine.rundle@wcu.edu), 828-227-7244
Chemistry - [Dr. Brian Dinkelmeyer](mailto:brian.dinkelmeyer@wcu.edu) , 828-227-3675
English - [Dr. Laura Wright](mailto:laura.wright@wcu.edu), 828-227- 3927
Mathematics – [Dr. Axelle Faughn](mailto:axelle.faughn@wcu.edu), 828-227-3829
Music - [Dr. Mary Kay Bauer](mailto:mary.kay.bauer@wcu.edu), 828-227-3275
Social Sciences - [Dr. Elizabeth McRae](mailto:elizabeth.mcrae@wcu.edu), 828-227-3481
Science Education - [Dr. Kefyn Catley](mailto:kefyn.catley@wcu.edu), 828.227.7244
Teaching English to Speakers of Other Languages (TESOL) - [Dr. Chandrika Rogers](mailto:chandrika.rogers@wcu.edu), 828-227-3921

For advice related to general education, contact MAT Program Director:

Mary Jean Ronan Herzog, Professor
Killian 108B

Educational Leadership & Foundations

Western Carolina University

Cullowhee, NC 28723

828.227.3327/fax 828.227.7607

mherzog@email.wcu.edu; Homepage: <http://paws.wcu.edu/mherzog>