

Master of Arts in Teaching (MAT) Degree

Internship Information Packet

Updated 08/06/2008

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..

Internship Information

- General Information
- Lesson Plans
- WebCat Online Seminar (EDCI 695-01)
- Other Requirements - Videotape Classes, Teacher Work Sample & MAT Portfolio
- Intern Responsibilities
- Internship Agreement
- [Graduation Application](#) (due February 15 for May graduation; May 15 for August graduation; September 15 for December graduation)
- Internship & Graduation Checklist
- Faculty&StaffContact Info

MAT Internship Information

(This applies to NCTeach Licensure Interns as well.)

For Interns, Cooperating Teachers and Supervisors

General Information:

Course Registration for MAT Interns: Minimum 6 credit hours: All MAT interns register for EDCI 695, an online Webcat Discussion Seminar. Most MAT interns register EDCI 689-01. Exceptions: ART & MUSIC interns register for ART 563 or MUS internship.

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.

The MAT Internship is a full-time, semester long internship comprised of teaching and fulfilling other teacher duties.

Length of Time: Students should commit themselves to 12 weeks' teaching. The state minimum is 10 weeks of full-time internship to qualify for the NC teaching license.

Schedule: When possible, MAT 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, they 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 MAT student can spend some time observing and planning with the cooperating teacher prior to beginning teaching. If starting in January, the MAT student 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 MAT student, the Cooperating Teacher and the University or Academic Supervisor (MAT students have only either a University or an Academic Supervisor, not both).

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.

Lateral-entry Teachers: MAT & NCTeach 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, MAT interns may also be paid as substitute teachers if the cooperating teacher needs a substitute.

University or Academic Supervisor & the Cooperating Teacher. The University or Academic Supervisor is usually the only WCU supervisor. 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 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 suggestions and feedback as constructive and make an effort to implement changes. (Dr. Sprague and the other supervisors make three observations but usually visit 5 times. The first visit is just to get their schedule etc. and the last to do their final evaluation and sign forms.)

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 Mr. Ken Hunt 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, etc.

- Goals/Objectives
- Materials & Supplies
- Activities - Running log of planned activities, including timing
- Assessment - How to evaluate what you taught
- Brief 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 695-01.

It is common for interns and student teachers to meet once a week in a seminar to process, discuss and debrief about the teaching experience. We have arranged to 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.

Other Requirements.

Graduate students are required to post the TWS and the MAT Portfolio on Taskstream. Information on how to use Taskstream is at this [link](#).

- Two Video-tapes of teaching, completed according to the Supervisor's timeframe. 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](#).
- Teacher Work Sample (TWS) – must be completed and posted on TASKSTREAM 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.

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 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:

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 MAT or NCTeach 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.

_____ Participate in EDCI 695-01, 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, observers should be designated in the place of the cooperating teacher.)

_____ 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. Additional observations/conferences if needed

Observations from School Staff other than the Cooperating Teacher (e.g., mentor, department head, assistant principal, principal, etc.) if applicable, eg., as in the case of lateral entry teachers.

Name/Position

Date

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; lenda.sprague@phschool.com; 828.645.9723
- Mr. Ken Hunt, Office of Field Experiences and Licensure– for placement information, khunt@email.wcu.edu; 828.227.3315, Killian 228
- Dr. Jacqu Jacobs, Head, Department of Educational Leadership & Foundations jjacobs@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

Concentration Advisors

Art - [Dr. Erin Tapley](#) 828-227-3598

Biology - [Dr. Sabine Rundle](#), 828-227-7244

Chemistry - [Dr. William Kwochka](#), 828-227-7260

English - [Dr. James Addison](#), 227- 3929

Mathematics - [Dr. Kathy Ivey](#), 227- 3831

Music - [Dr. Mary Kay Bauer](#), 227-3275

Social Sciences - [Dr. Elizabeth McRae](#), 227-3481

MAT Program Director:

Mary Jean Ronan Herzog, Professor

Killian 108B

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