

Bob Jones High School

650 Hughes Road
Madison, AL 35758



Phone: 256-772-2547

Extension: 80704

Email: mefleenor@madisoncity.k12.al.us

TEACHING INTERNSHIP - EDUCATION PATHWAY

Mrs. Fleenor

Dear Esteemed Parent/Guardian,

I am anticipating a fantastic year ahead! It is a privilege to have your student in my class this semester. Please take a moment to sit down with your student and review the attached syllabus. You can conveniently provide a digital signature using the Google Form available in your student's Schoology course.

In high school, students will be learning crucial skills such as accountability, problem-solving, taking responsibility for their actions, coping skills, and time management. It is imperative that the first line of communication be between students and their teachers, not their parents or guardians. This policy is designed to help students develop independence and take ownership of their education. Parents, please allow your children to navigate these challenges and learn to resolve issues on their own. If, after multiple attempts, a resolution cannot be reached with the student, I will then contact the parents. Additionally, if a student is absent or fails to complete an assignment, I will enter a placeholder zero to serve as a reminder and accurately reflect their grade. Together, we can equip our future leaders with the essential skills for success.

Thank you,

Mrs. Fleenor

Course Description:

Teaching Internship is tailored for students aspiring to pursue careers in education. This immersive course enables students to spend regular time in a classroom or school setting under the mentorship of a teacher, staff member, or administrator. The internship serves as a real-world laboratory, allowing students to assess their commitment to a teaching, professional support services, or educational leadership career. Throughout this course, students will gain practical experience in their subject-matter area of interest, enhancing their understanding of the education field.

Prerequisites: Methods In Education

Program/Instructional Delivery Plan:

Instruction will employ diverse methodologies, encompassing lectures, class discussions, demonstrations, hands-on assessments, student research, and content videos.

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Career Technical Student Organization (CTSO):

Enrich your learning experience by joining Future Teachers of Alabama/ Educators Rising, a nationally recognized organization integrated throughout the curriculum.

CRI (Career Readiness Indicator) Available:

This course offers the Google Certification for Educators, providing a valuable credential. The certification process involves completing a 15-hour online training session, tutorial videos, class discussions, and more.

Course Objectives:

- Determine procedures for starting and ending the school year.
- Assist the classroom teacher with various tasks, including materials preparation and distribution.
- Tutor students individually or in small groups.
- Develop units of instruction, including lesson plan preparation.
- Demonstrate teaching, utilizing equipment, technology, and instructional supplies.
- Evaluate classroom management procedures and the learning climate.
- Formulate ways to meet the needs of diverse student populations.
- Develop an internship portfolio.
- Analyze the roles of professional support staff and administrators.
- Describe desirable teacher characteristics, exhibiting poise, self-confidence, initiative, and enthusiasm.
- Demonstrate collaborative relationships with students, families, and colleagues.
- Recognize signs of child abuse and neglect and understand reporting procedures.
- Demonstrate teamwork skills in community and workplace settings.
- Analyze the field of education for career options, entrepreneurial opportunities, and required credentials.

Classroom Expectations:

You are expected to conduct yourself in a respectful and productive manner. In addition to all the rules and expectations listed in the student handbook, I expect you to have a positive attitude, treat others with respect, practice self-discipline, and demonstrate responsibility. If these conditions are not met, you can expect one-on-one meetings with me, parent/instructor conferencing, and administrative action, if necessary.

Cell Phone Expectations

ALL electronic devices are prohibited to be used during the instructional day. This is from 8:12-3:28. This includes: cell phones, smart watches, earbuds/headphones/airpods, tablets, and personal computers (school

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Tardy Policy

issues laptops will be allowed). Discipline will be given to ANY student who uses an electronic device. If you bring your device to school, it **MUST** be placed in your bookbag. It cannot be on your person.

Students late to ANY class, without a pass, will report to a tardy scanning station.

You will input your identification number on the pin pad. A tardy slip will be printed for you to report to class. Parent email will be sent for every tardy.

Discipline will be as follows: 3 total tardies will result in 1 day of ISS; 6 total tardies will result in 2 days of ISS;

Progressive discipline to follow.

Grading Policy:

Grades are based on a 100 point scale. We have two types of grades: daily grades (30% of final grade) and tests (70% of final grade). The percentage based grading scale is as follows: A (90-100), B (80-89), C (70-79), D (65-69), and F (below 65). Grades will be a reflection of mastery of the standards. Make sure all absences are excused as class work can be made up and graded for excused absences only.

Cheating/plagiarizing will be handled by the teacher at teacher discretion.

Exam Exemption Policy

Any student in grades 9-12 are eligible to earn an exam exemption for the 2025-2026 Exams for each class IF they have earned an 85% or higher as the final grade for that course. Any of the following will **EXCLUDE** a student from exempting for that class:

- More than five **EXCUSED** absences
- Any **UNEXCUSED** absence
- In School Suspension (ISS) for 3 days or more
- Out of School Suspension (OSS)
- One or more days of Alternative School placement
- Not participating in the state standardized assessment for their grade level (10th PreACT, 11th ACT with Writing, 12th WorkKeys, and AP exams)

Attendance and full participation in reviews and assignments for the class leading up to the day of the final exam are required.

Make-up Work Policy:

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Make-up tests will only be given to a student who has an excused absence. The student must make arrangements with the teacher to take a make-up test. Tests may be taken during Patriot Path with prior arrangement from each teacher. A student only has two chances (the next two Patriot Paths after the absence) to make up a test. All make-up tests will be administered in the designated classroom on the Patriot Path session roster.

Homework/Classwork: Students who are absent for excused reasons will be permitted to make up missed work. It is the student's responsibility to get their work assignments the day upon return to school and complete the assignments according to a time frame determined by the teacher within two weeks of the date of the last absence. Grades of zero will be assigned for assignments missed because of unexcused absences.

Text and Other Required Reading:

Your textbook

Materials and Supplies Needed:

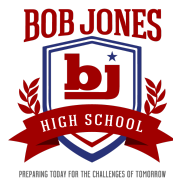
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- **\$20.00 Class Fee (can be paid online or with the school bookkeeper)**
 - Black/Blue ink pens (PLEASE NO RED/PURPLE PENS)
 - Pencils
 - Composition Notebook or Spiral Notebook for notes
 - Colored pencils
 - Glue sticks

Laptops

Concerning laptop utilization: 1. Student laptops should not be hard-wired to the network or have print capabilities. 2. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers. 3. Neither the teacher, nor the school is responsible for broken, stolen, or lost laptops. 4. Laptops and other electronic devices will be used at the individual discretion of the teacher.

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