

Intern Name _____ Program _____ Date/Semester _____

Welcome to _____ School! On behalf of our entire school, please know that we are so glad you are here. As your PDS site coordinator, I am here to support you in the following ways *specifically*:

- Providing you with a tour of building,
- Introducing you to important faculty and staff members,
- Getting you a copy code, key, or ID (if needed),
- Setting up classroom observation visits outside of your mentor's classroom,
- Offering you professional development and school-based information in the form of weekly/biweekly chew and chat sessions

Please mark your calendar for the following important dates:

Chew and Chat Sessions

Chew and Chat #1: _____ (Time and Location)

Chew and Chat #2: _____ (Time and Location)

Chew and Chat #3: _____ (Time and Location)

Chew and Chat #4: _____ (Time and Location)

Chew and Chat #5: _____ (Time and Location)

Intern Farewell Reception/Action Research Presentation (final placement) Date/Time/Location (please prepare a PPT for your presentation which should last 5-10 minutes):

Coordinating Council Meetings

While these are optional, please know that we would LOVE to have you attend our PDS Coordinating Council Meetings during the following dates/times. It is during these meetings that we welcome intern feedback regarding your overall experience at our school:

Coordinating Council Meeting #1: _____

Coordinating Council Meeting #2: _____

Submission of Placement Verification Documents:

By the last day of your internship, please email the following artifacts to me *as 3 separate PDF files*:

- Internship Timesheets (signed by mentor – all timesheets should be combined in one PDF file)
- Introduction Letter to Parents
- Action Research Project Presentation (final placement only)