



The image features a spiral-bound notebook with a white, lined page. The notebook is set against a pink background with a subtle pattern of small, light-colored dots. The page is decorated with several sticky notes: a yellow one at the top left, a light blue one at the top right, a yellow one at the bottom left, and a light blue one at the bottom right. The text 'INTERNSHIP HANDBOOK' is written in a large, blue, hand-drawn font in the center of the page. A yellow horizontal line is drawn below the word 'HANDBOOK'. On the left side of the page, there are several black spiral binding rings. A red vertical line is drawn on the left side of the page, near the spiral binding.

INTERNSHIP — HANDBOOK —

READ EACH PAGE
CAREFULLY





Internship
Program Flyer

ECE II - Tuesdays and Thursdays

ECE P - Tuesdays, Wednesdays
and Thursdays

First block - 8:15- 9:25

Second block - 10-11:10

When?

Attendance

ECE



QR Codes & Attendance



Katie Avery

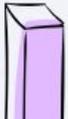


Table of Contents!



[Syllabus II](#)

[Syllabus Practicum](#)

[Dress Code](#)

[Suggested List of Duties](#)

[Contract](#)

[Placement Preference Form](#)

[Meet the Teacher assignment](#)

[Second Example Option](#)

[Email your Teacher](#)

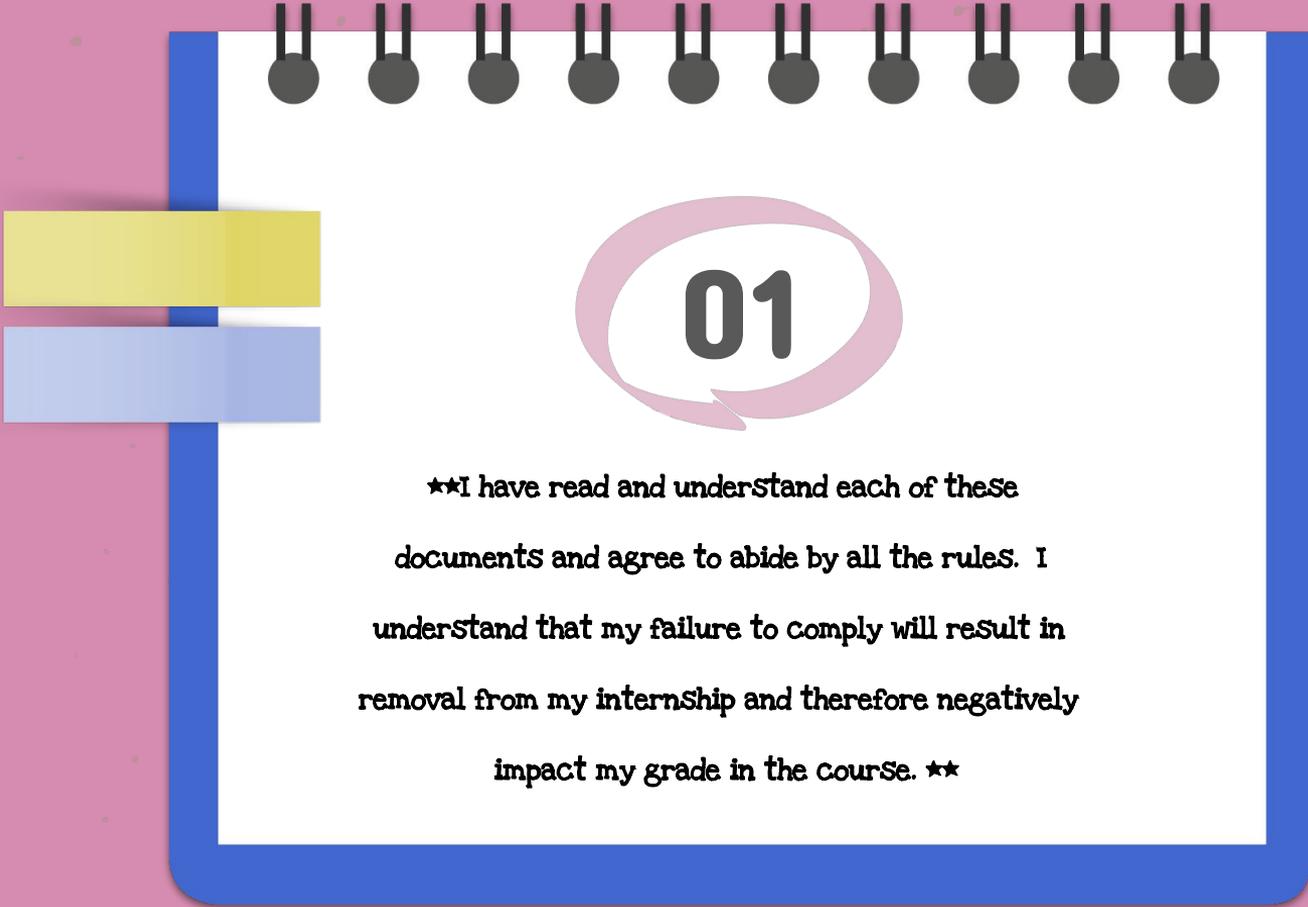


[Midterm and Final Observation Rubric](#)

[Mentor Teacher Evaluation](#)

Preschool Placement Background Checks-

contact center46@bbmacademy.com



01

★★I have read and understand each of these documents and agree to abide by all the rules. I understand that my failure to comply will result in removal from my internship and therefore negatively impact my grade in the course. ★★

Dress Code

***Professional Dress - Student Interns should wear

appropriate dress to be role models for young students. ***

What Student Interns can NOT wear:

- Blue Jeans (Colored jeans are fine- black, white, and others)
- **Pants with rips, tears, a severe distressed look**
- Shorts
- Short Skirts
- Dresses of Inappropriate lengths
- Spaghetti straps, tube tops, or **crop tops**
- **Revealing shirts or shirts that showcase undergarments**

Be mindful of piercing, tattoos, eyelashes and fingernails as to NOT distract from the learning environment and be **MODEST** when working with young children.





When thinking of footwear, student interns should remember... In the event that the school was on fire and a child was secured under a table, you must retrieve that child and bring them out of the building as fast as possible... could you do that wearing those shoes?

★ If you think it's questionable, choose something else! ★

You are more than welcome to change clothes once you arrive to North Oconee High School; however, you are a reflection of NOHS, Ms. Avery, and Mr. Carter at your placement and a role model to your students at your placement school. Please dress accordingly.

Suggested Duties of Student Interns

1. Listening and aiding students with reading.
2. Reading and telling stories to students.
3. Helping students use tools and equipment.
4. Providing leadership in introducing or discussing a video.
5. Administering a make-up test.
6. Tutoring a small group or one-on-one.
7. Developing games that teach students selected skills.
8. Helping students in the library.
9. Supervising indoor/outdoor games.
10. Creating and carrying out lesson plans.
11. Gathering materials for projects or experiments.
12. Helping students who are slower learners.
13. Assist teacher in playground and field trip supervision.
14. Helping students with make-up work.
15. Leading classroom discussions.
16. Drilling students on vocabulary words, ABC'S, sentence structure, and numbers.
17. Operating projectors, overheads, and other instructional equipment.
18. Preparing audio-visual materials.
19. Duplicating materials.
20. Creating and carrying out lessons.
21. Assisting in fire drills.
22. Laminating materials.
23. Checking papers and filing occasionally.
24. Displaying student work.
25. Creating bulletin boards or classroom displays.



★Placement Preference Form

★Compliance Sheet

★Email your mentor teacher



Introduce yourself to your mentor teacher and internship class!



- Please create a meet the teacher profile about yourself to be shared with your internship class!
- Ideas:
- Include pics of you now and at that age
- Things you love to do now and that that age
- Favorite things (food, restaurant, movie, book, song, sport, season, candy, color, etc)
- Hobbies/ Sports/ Clubs/ Job
- Pics of Family, Pets, Friends

How will students be graded??

Mentor Teacher Evaluation Form



Midterm and Final Observations Rubric



Professionalism

Communication and attendance at internship



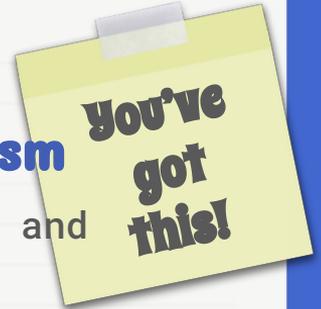
Course Work

In class assignments, projects, and tests

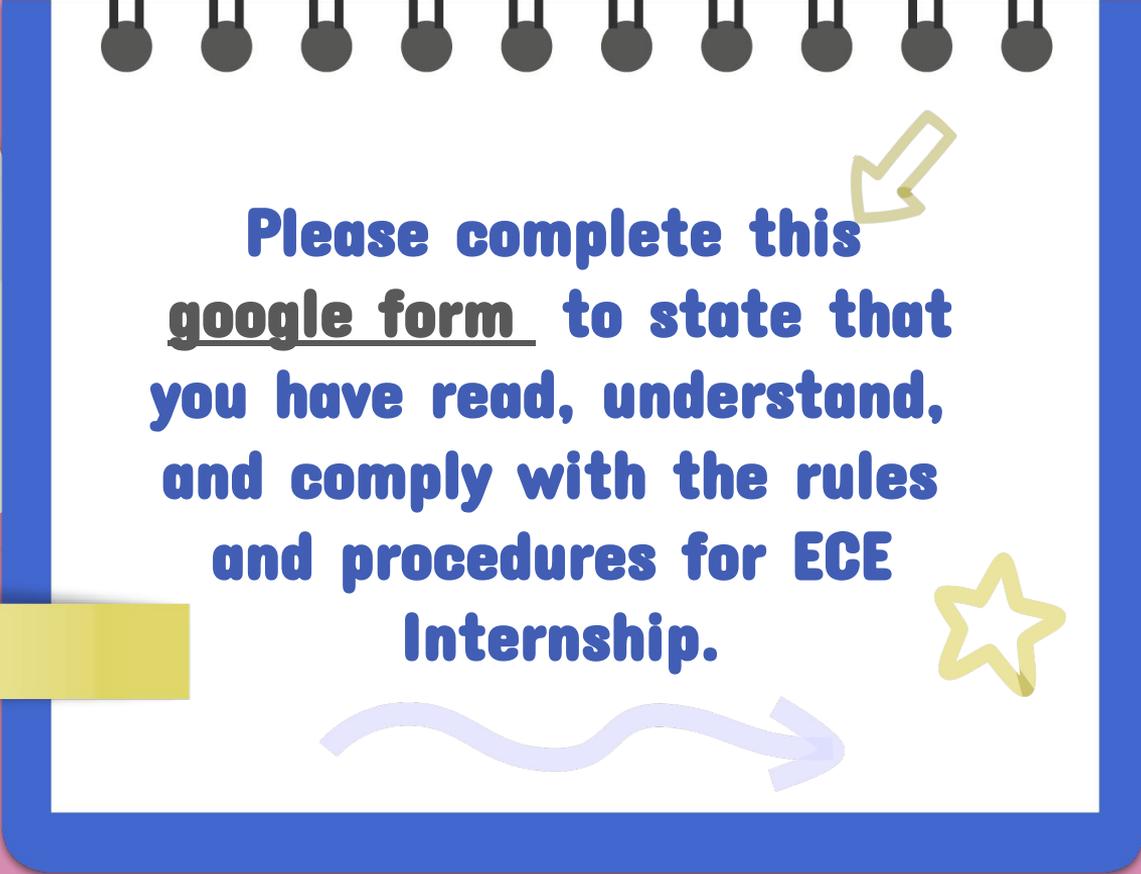


End of Pathway Exam

ECE Practicum Students ONLY



FOR
A
GRADE



**Please complete this
google form to state that
you have read, understand,
and comply with the rules
and procedures for ECE
Internship.**

A photograph of three young adults sitting outdoors. On the left, a young woman with long brown hair, wearing a white button-down shirt, is giving a high-five to a young man in the center. The man is wearing a red, white, and blue plaid shirt over a white t-shirt and is smiling broadly. On the right, another young woman with dark hair, also wearing a plaid shirt, is holding a white coffee cup with a black straw and looking towards the man. A yellow sticky note is placed in the upper right corner of the image.

Lets have an
AWESOME
Semester!