FORM B

INTERN RESPONSIBILITIES CHECK LIST

This is a checklist of the main responsibilities that the intern needs to complete during the internship. It should be signed by the university supervisor, cooperating teacher and intern. The checklist is to be submitted to the university supervisor at the end of the internship.

__1. Attend all Senior Seminars. (Dates: ____________________________ )

__2. Be at the school during the hours of the teaching staff and be punctual.

__3. Call the cooperating teacher, the school principal, and the university supervisor when absent. (No. of absences _____________)

__4. Attend all faculty meetings unless directed otherwise by the school principal.

__5. Practice sound professional ethics and hold all information in confidence concerning children or others as directed.

__6. Turn in all required forms. (See Internship Form Schedule)

__7. Notify your university supervisor and the Internship Office (974-3440) IMMEDIATELY if you plan to withdraw from the internship.

__8. Call the Internship Office to make sure they have a copy of your Florida Teacher Certification Examination (FTCE) scores. Otherwise, you will receive an "I" for Internship.

__9. Keep for your records and make several clear copies of the original of your final evaluation form from both your cooperating teacher and university supervisor.

Cooperating Teacher’s Signature

University Supervisor’s Signature

Intern’s Signature

1 Internship File/Handbook/08/19/innchecklist