

# Internship Academy Key Team Members

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**Intern** – This person becomes a full participating member of the school community. He/she fulfills responsibilities of both the school and University attending all course content sessions and co-teaching in the classroom, completing all DESE requirements, and maintaining exemplary dispositions to include being punctual, keeping solid attendance, conducting oneself professionally, and adhering to any other requests made by participating partners. This title comprises the former titles of intern and student teacher.

**Master Teacher** – This person serves as a mentor in a co-teaching classroom environment. The Master Teacher will be in close contact with the Teacher-in-Residence regarding the performance of the intern and will maintain lines of communication with the Coordinators regarding classroom performances related to course outcomes.

**Teacher-in-Residence** – This person serves as a liaison between the school community and the University and may be asked to work with the Principal and Internship Director(s) with internship grade level placements. The Teacher-in-Residence will understand the competencies that must be addressed and the means through which they will be assessed. This person will work with the Coordinators to conduct observations during the academic year, communicate the progress of the intern. He/she will work with the Coordinators to intervene or provide needed coaching for any intern who demonstrates specific needs beyond the support of the Master Teacher. This person will also teach seminar sessions that pertain to the individual's area of expertise.

**Principal** – This person is the school administrator and leader. He/she is a key to a successful school environment and whose leadership is instrumental in the growth of student achievement. The Principal shapes the vision of success for all students, based on high standards, creating a climate of learning that is safe, cooperative, and a foundation for fruitful interaction. This person cultivates leadership in others and provides mentorship to improve instruction. He/she manages other processes to foster school improvement as well. It is in this environment that an intern will be mentored. The Principal collaborates with the Teacher-in-Residence, the Master Teacher, and the Coordinators in the development of the intern to become "classroom ready" by the end of the internship year. This individual is instrumental in grade level placements made. He/she is requested to conduct at least one formal observation in the final months and provide additional feedback to the intern on his/her performance.

**University Instructors** – Instructors provide content related to the assigned courses. They communicate course competencies to the Teacher-in-Residence regarding expectations related to the coursework and are responsible for entering grades into the University’s assessment system based upon feedback and evaluation provided by the Master Teacher, Teacher-in-Residence, and Principal.

**Regional Supervisor** -- This person assists the Coordinators with Seminars and observations of interns in the St. Louis Region. The Regional Supervisor may handle on-site meetings, problem-solving, coaching, and supervision of interns.

**Internship Coordinator** – This person manages application and selection processes, working closely with the Childhood Education and Family Studies Department Head and the Elementary Program Coordinator. He/she interviews candidates and oversees the distribution of the interns to the partnership schools, working with Principals and Teachers-in-Residence on grade level placements. The Coordinator organizes any needed meetings and/or training sessions, works with scheduling of the whole group sessions, and communicates among the instructors involved to ensure effective use of the time allotment. He/she oversees any placement issues and/or dispositional meetings. This individual may assist in collecting data to determine impact and may also assume the roles of a University Instructor.

