

Internship To Do List

- ☐ Make sure mailing address, email and phone number are up to date with student services
- ☐ Pay all bills, fines, outstanding tuition etc.
- ☐ Register for Internship online
- ☐ Watch for confirmation email for internship placement
- ☐ Contact school and make appointment with cooperating teacher and establish plan for internship teaching duties
- ☐ Get all relevant school documents from co-operating teacher
- ☐ Read Internship Manual, STF Code of Ethics, visit school website and if you will be coaching read SHSAA Regulation
- ☐ Police Information Check with Vulnerable Sector Check
- ☐ Professionalize your on-line presence
- ☐ Plan, plan and plan some more...complete unit plans, initial lesson plans, Long Range Goals, PDP plans, management procedures
- ☐ Create logbook or other method of collection for all unit plans, lesson plans, PDP daily feedback forms, self reflection, Internship Placement Profiles, etc.
- ☐ Attend internship seminar with cooperating teacher
- ☐ Attend all teacher planning, orientation and professional development days in August
- ☐ Connect with Faculty advisor by Sept. 7

Useful Links

- Internship Manual
<https://www.uregina.ca/education/assets/docs/pdf/pdf/InternshipManual-2017.pdf>
- Police Information Check duty to report information
<https://www.uregina.ca/education/current-students/crc.html>
- Internship Program or Placement information
aline.wilkie@uregina.ca or call 306-585-4623
- Faculty of Education Student Services
<https://www.uregina.ca/education/programs/advising.html>
- Saskatchewan Teachers Federation Code of Ethics
https://www.stf.sk.ca/sites/default/files/code_of_professional_ethics.pdf
- Taking your place in the professional community: A handbook for beginning STF teachers
https://www.stf.sk.ca/sites/default/files/taking_your_place_professional_community_handbook.pdf
- Rural Internship Placement Scholarships
<http://bit.ly/2GViEnn>