EDUCATION AND TRAINING INTERNSHIP

Course Syllabus

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Education and Training Internship provides students with the opportunity to experience classroom teaching firsthand through an internship with a cooperating teacher. Standards require students to create and demonstrate lessons, collaborate with education professionals, and provide instruction and support to students in their internship classroom. This course is designed to provide future education professionals with valuable hands-on experience in the field.

In order for students to successfully complete this course they must have access to a cooperating classroom. The school-based laboratory for the internship is an actual classroom or school that provides instruction in the subject-matter area or career area related to the student's interest. Internship hour requirements are set by the CTE and cooperating teachers. Students must meet a minimum of 50 hours of internship, but individual teachers are encouraged to set the requirement higher than 50.

Career and Technical Student Organizations are integral, co-curricular components of each career and technical education course. These organizations enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and access opportunities for personal and professional growth. Students in the Education and Training cluster affiliate with FCCLA. Foundational standards, shown in the table below, are an important part of every course. Through these standards, students learn and apply safety concepts; explore career opportunities and requirements; practice the skills needed to succeed in the workplace; take advantage of leadership, teamwork, and personal growth opportunities afforded by Career and Technical Student Organizations; and learn and practice essential digital skills. **Prerequisite: Practices in Education**

Foundational Standards:

Students will…

1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.

2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.

3. Explore the range of careers available in the field and investigate their educational requirements and demonstrate job-seeking skills including resume-writing and interviewing.

4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.

5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.

Content Standards:

Students will…

1. Create classroom expectations and procedures, based on observations, for the beginning and ending of the school year. Examples: classroom set-up, transition procedures, assignment submission, bulletin boards, end-of-year checklists, student documentation files

2. Develop a collaborative relationship with a cooperating professional.

3. Provide small group or individual instruction.

4. Design and teach developmentally appropriate units of instruction.

5. Create a classroom management plan which incorporates a variety of procedures, based on observations. Examples: classroom rewards system, classroom call-outs, preventive measures, redirection, positive and negative consequences

6. Research and report on the impact of the learning environment on all learners.

7. Utilize professional presentation skills. Examples: preparation, poise, self-confidence, initiative, enthusiasm

8. Demonstrate positive, professional interactions with community stakeholders and members of the learning community, including students, teachers, administrators, and paraprofessionals.

9. Identify and describe strategies for establishing positive, responsive relationships with children's families.

10. Develop communication tools for interaction with learners' families. Examples: parent/guardian newsletter, emails, script for telephone calls, flyers

11. Complete training approved by the Alabama Department of Human Resources for prevention of child abuse and neglect, including reporting procedures and prevention strategies.

12. Compile a comprehensive portfolio based on internship experiences, including documentation of completed internship hours. Examples: philosophy of education, unit plans, instructional resources, reflections, work samples, training certificates

Fees: **$25 Class Supplies Fee (required for all ACTC students)**
$15 FTA (Future Teachers of Alabama) Organization Membership Fee
$20 FCCLA membership fee

Career and technical student organizations are integral, co-curricular components of each CTE course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth. **Please use the included insert with my GoFan link and QR Code to pay your fees if possible or use cash or ONE check for the total amount may be paid to ACTC by September 5, 2025.**

Assessment Procedures:

Daily assignments, tests and quizzes, discussion/participation, and project presentation are used in assessing student learning and progress throughout the course. Students who have an excused absence will have **3 days** to turn in make-up work.

Grading:

Major Grades 65% Minimum of 3 per 9 weeks (Tests or Projects)
Minor Grades 35% Minimum of 6 per 9 weeks (Daily work, quizzes or class assignments)

Grading scale:

100 – 90 A 89 – 80 B 79 – 70 C 69 – 60 D 59 – 0 F

Available credential: CDA (Child Development Associate Credential) – lab and practicum hours will count toward the CDA, but more hours and coursework will be required. Seniors will be offered the opportunity to take the Praxis ParaPro Exam for a paraprofessional certification (possible fee – more discussion on this opportunity will come at a later date)

Class Rules & Expectations: Be respectful, be responsible, be kind. All rules of the Code of Conduct and ACTC Student Handbook apply to this class. Please be seated and ready for instructions when the bell rings. Disregard for our class rules and procedures will initiate a student/teacher conference, parent contact and/or office referral. In short, you are a pre-professional.

Classroom Management Plan:

As a classroom teacher at Autauga County Technology Center, I will adhere to the following procedures for consequences in the event of Class A Violations (as listed in the Teacher Bill of Rights and in the ACBOE Code of Conduct):

◊ First offense - Student-Teacher Conference
◊ Second offense - Parental Notification
◊ Third offense - Parent-Teacher-Admin Conference
◊ Fourth offense - Refer to Office as Habitual Class A Offender

Personal Devices: Cell phone, airpods, or headphones usage is not allowed in the classroom

Classroom Supplies Needed: You will only need to purchase a **vinyl folder with prongs and pockets**. All other classroom supplies will be covered by your mandatory $25 class fee.

Classroom Resources Provided:

Textbooks:
Teaching
Working With Young Children
Hacking Classroom Management

Various articles & books from educational contributors
YouTube videos from various contributors such as:
- Special books for special kids
- Jack Hartmann Kids Music Channel
- Edutopia

Classroom communication: **"Parent Square" App**

********Please sign and return this page along with your class fees.*********

I have read the classroom syllabus and management plan, and agree to follow all rules and procedures. I understand that the student's image may be featured on the ACTC website, ACTC social media, or lobby TV.

_____	_____	_____	_____
Student's Printed Name	Student's Signature	Date	class period

_____	_____
Parent/Guardian's Signature	Date

Parent/Guardian's phone number : _____ email: _____

Class fees payment: (check method of payment) _____ cash _____ check _____ GoFan

My payment includes fees for:

_____ $25.00 (mandatory) class supplies fee

_____ $15.00 FTA Membership

_____ $20.00 FCCLA Membership

_____ **TOTAL PAYMENT**