



Intern Responsibilities

1. Engage in and understand the terms of the formal mentoring agreement.
2. Meet with your mentor at regularly scheduled times.
3. Attend all regularly scheduled classes.
4. Call upon your mentor as needed while respecting your mentor's time.
5. Carry out specific assignments made by your mentor, seek clarification as necessary.
6. Assist your mentor as requested.
7. Assist students as directed by your mentor.
8. Share your ideas with your mentor.
9. Receive and deliver helpful criticism as appropriate.
10. Articulate your wants and needs so that your mentor may help you succeed as intern and teacher.
11. Prepare appropriate classroom learning experiences for students.
12. Develop sample syllabi and course outlines.
13. Seek outside assistance from the program director or department chair as needed.
14. Participate in the evaluation of the internship program.
15. Participate in activities, workshops and orientations developed for interns.