**INSTRUCTIONAL PRACTICES/PRACTICUM IN EDUCATION AND TRAINING**

2 CREDITS

Family and Consumer Science

Career and Technology Department

Ms. Laura Colegio

956-580-5300 ext. 1127     Planning & Preparation: 2nd Block

**Class Rules**

1. When I speak, ***you listen***.
2. If you make a mess, ***clean it up***.
3. If it is not yours, ***ask to borrow***.
4. ***Follow school rules***, live hassle free.
5. ***Treat others*** ***with RESPECT.***

**Class Supplies**

1 to 2 inch ring binder (black or white) for Career Portfolio or Electronic Portfolio

70 page spiral

Clear sheet protectors (20)

Dividers if keeping a hard copy

Black ink pens

Pencils

Professional Dress

Instructional Practices Shirt ($25)  (to be ordered by teacher)

Camera/phone

FCCLA dues $25   (includes state & national dues and price of chapter shirt)

I![C:\Documents and Settings\mbrisnahan\Local Settings\Temporary Internet Files\Content.IE5\BA995Y13\MC900383640[1].wmf]()**Instructional Practices in Education and Training Internship Class Policies**

Welcome to the IPEAT Internship. As you might know we need some procedures to make class run smoothly.

Your grades will be computed using the district policy.

**Grade Computations**:

1. Daily grades  -- 40% of 9 week average
2. Daily class work
3. Intern Daily Journals
4. Field site assignments
5. Teacher/staff interviews
6. Internship daily log

1. Major Grades  -- 60% of 9 week average
2. Evaluation by field site teacher
3. Binder
4. Major projects/Presentations
5. Tests

**Attendance:**

Attendance contributes to a successful learning experience.  If you must be absent you’re responsible for completing the make-up work according to district policy.  Your attendance at the field site is very important.

 **You must call/text me *and* your field site teacher on days absent from the internship.  You may reach me at 956-580-5300 extension 1132 or mbrisnahan@sharylandisd.org.  Failure to notify both me and your mentor teacher will result in a zero for that day.**

**Student responsibilities:**

It is a privilege to be part of this class.  Along with that privilege are daily responsibilities for which you are given a grade.  Being dressed appropriately, signing in at your assigned field site on time, and following the absentee procedures will be part of those responsibilities that lead to a 100% grade. Other responsibilities are:

* Be at school and the field-site on time.
* Observe all field-site policies, including those related to conduct, dress code, personal appearance, and personal hygiene.
* Follow the instruction of the field-site teacher and administrator.
* **Exemplify the qualities of a good employee**.
* Establish respectable performance records to be assured of good references in the future.
* Maintain a written record of daily activities at the field-site.
* Follow school policies and chain of command to resolve problems at field-site.

**Weekly Participation Grade:**

Present and on time dressed appropriately = 100 pts.

Present but out of dress code = 85 pts.

Tardy = 90 pts

Absent but called = 90 pts.

Absent and NO call one day =70 pts.

Absent and No call two days = 40 pts.

Two participation grades will be given per week for field-site visits. One grade is for attendance from Log-in sheets. The other grade is for journals.

**Electronic or Physical Binder:**

In order to be successful and achieve your personal and academic best it is necessary to maintain a high level or organization.  To help you do this you are required to keep a notebook.  This notebook is important to your success in this class.  It will contain information that will help you.

1. You will need a black or white three ringed binder 1 ½” to 3” with a clear plastic front
2. Clear plastic protectors in which to put projects and other paperwork
3. A package of dividers – labeled
4. Professional Portfolio – includes resume, autobiography, evaluations, photos, awards
5. Field Site Journals – daily records from field site
6. Classwork – Handouts, classwork, and exams
7. Special Assignments

**Camera/Phone**

You will want to document your experiences at the field-site school and other events. Please have access to a camera to document these events.  Check with your mentor to ensure that any photos taken have appropriate photography release documentation. If you do not have access to a camera/phone, see Mrs. Brisnahan to make arrangements for photos.

**Statement for Academic Dishonesty:**

Academic integrity is fundamental to the activities and principles of our school. No student shall cheat or copy the work of another.  *Plagiarism, the use of another person’s original ideas or writings as one’s own without giving credit to the true author, will be considered cheating, and the student will be subject to academic discipline that may include loss of credit for the work in question.*