

**SMAR<sup>2</sup>T: Science and Mathematics Academy for the Recruitment and Retention of  
Teachers--APB Internship  
Out of Class Experiences**

Intern \_\_\_\_\_  
Mentor Teacher \_\_\_\_\_  
School \_\_\_\_\_

The SMAR<sup>2</sup>T APB internship differs from the typical student teaching experience in that interns are in the classroom 4 hours a day, 5 days a week, for 10 + 22, or 32 weeks, instead of the more traditional format of all day for 16 weeks. One benefit of this approach is that interns get to participate in a classroom with a group of students across an entire academic year. One disadvantage is that interns might miss some of the activities of teaching, such as faculty meetings or professional development workshops.

In order to derive the maximum benefit from the SMAR<sup>2</sup>T APB internship experience, we require interns to complete a number of experiences in addition the expectations of their daily classroom teaching. We affectionately refer to these as “out of class” experiences. **Interns, please record your accomplishments on this form, which you will turn in to your university student teaching supervisor during the final evaluation meeting in the spring. NOTE: These are considered “minimum” requirements. All interns are encouraged to contribute to their schools and their own professional development as much as possible.**

	Experience	Date Completed (& mentor teacher’s initials)
1	Write a letter to the parents of your students to introduce yourself	
2	Attend a department meeting/team meeting each semester	
3	Learn to use grade book software (if used in your school)	
4	Attend a whole faculty meeting	
5	Attend a parent-teacher conference	
6	Attend a professional development workshop in your school/district	
7	Attend an extra-curricular event in which one of your students is involved	
8	Tutor a student before or after school or during a study hall	
9	Supervise lunch for a week	
10	Learn how to use the equipment in the teachers’ workroom (e.g., copy machine, laminating machine, fax machine)	
11	Visit a class other than your own to see how “your students” perform in that setting	
12	Call a parent to report that his/her child did something positive in class	
13	Attend an IEP (Individual Education Plan) meeting	