

TO: 2009-2010 Interns and Mentor Teachers

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RE: Placement Information

Welcome to the 2009-2010 Internship! Included in this Information Packet is:

- TE 801, 802, 803 & 804 Course Schedule
- Fingerprinting Information
- Initial Meeting Checklist
- Spring and Summer Planning Checklist
- Planning Guide
- Placement Confirmation Form

The Secondary Team website is: <http://webweb2.educ.msu.edu/team4/>. Please bookmark this page, and look here for information about upcoming events. The Intern-Mentor Teacher Handbook can be found at this site, by clicking on the "Handbooks" button at the left. You can look here for more extensive information about the internship year procedures and policies. A version of the handbook updated with 2009-2010 dates and other minor revisions will be available after the end of the 2008-2009 Internships.

In addition to the items provided here, please consult the handbook on pages 35-36 for the **Substitute Teaching by Interns Policy**. To summarize the policy:

- Interns can begin subbing for **their** mentor teacher after the First Guided Lead Teaching is completed (usually around the middle of October) with the consent in writing of the mentor teacher, field instructor and building administrator. (NOTE: Interns may sub for a total of 15 days during the year long internship)
- Interns could be considered for a long term subbing position in their placement school after April 15 with the consent in writing of the mentor teacher, field & course instructor, building administrator and MSU Team Coordinator

Please review this information together and email your placement coordinator if you have questions.

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THE OPENING DAY INSTITUTES

Southeast Michigan Area -- Wednesday, August 26, 2009, 9:00AM to noon
Detroit Federation of Teachers Bldg (DFT), 2875 W. Grand Blvd, Detroit, MI

Lansing, Grand Rapids & Flint Areas --Thursday, August 27, 2009, Erickson Hall
Kiva, MSU, New Mentor Teachers--8:15AM to noon, Experienced Mentor Teachers--
9:30AM to noon, Interns--9:30AM to noon