4-11-2012

College of Education Internship Committee Meeting: 2012 : 04 : 11

University of South Florida St. Petersburg. College of Education. Internship Committee.

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I. Call to order

Internship Committee Meeting called to order at 2:00pm on 4/11/12 by Dr. Bonnie Braun

II. Roll call

Present: Dr. Bonnie Braun, Dr. Deanna Bullard, Ms. Rebecca Ogletree, and Ms. Angelica Foley.
Absent: Dr. Zafer Unal, Dr. Lyman Dukes, Dr. Deanna Michael.

III. Open issues

a) Look over Spring 2012 Final Interns and CDN, are they on track for graduation.
   - Most final interns are doing well.

b) Summer evaluations: Talk to Administration. Can we do evaluations in the Summer for potential Summer grads?

c) Final Internship Fall 2012:
   - Missing items letter (deadline next Wednesday, April 18)
   - Letters of Denial (Lack of course completion, i.e. measurement)
   - Elem Ed Subject Test Prep Course offered by St. Leo University
   - Students must pass CDN by May 1, 2012 (Denial letters sent after that date; also inform district to pull interns if CDN requirement not met).
   - August 1, 2012 is deadline for Intern Office to receive passing scores on FCTE from applicants

d) Other Matters Discussed
   - Students admitted in Fall 2011 need to complete 3 of 5 ESOL Clusters as a prerequisite to enter final internship
   - Final intern application: add catalogue year and update website with disclaimer regarding ESOL prerequisite requirement (i.e. talk with Dr. Unal).
   - Incident Report: use for tracking any incident that has to do with our interns. Recommended put U# on form. Mrs. Ogletree is going to ask Marshall Ogletree about the form. Also recommended that speak with Dr. Heller about the form, to determine if it needs to be reviewed by General Counsel.
   - Student Concern Team: Talk with Administration
   - Thoughts: how to inform students of professional standards in the internship. This is a job, not a course. Hold them to higher standards
     1) Sign document in orientation, student handbook (include professional code of conduct in orientation packet)

IV. Adjournment

Dr. Bonnie Braun adjourned the meeting at 3:30pm.

Minutes submitted by: Angelica Foley