

## WORKING COPY OF THE RECORD OF THE TEACHER INTERNSHIP YEAR (RTIY)

This working copy of the RTIY is designed to serve as a guide for each of the committee meetings and as a place to record the committee's scores and identified intern strengths and areas for growth before entering them in the online Intern Management System (IMS).

**1**

Teacher Intern: \_\_\_\_\_

SSN# \_\_\_\_\_ Grade/Content Area \_\_\_\_\_

Intern Address: (Complete current mailing address is necessary for issuance of Certificate.)

\_\_\_\_\_

School \_\_\_\_\_ # \_\_\_\_\_ District \_\_\_\_\_ # \_\_\_\_\_

Principal \_\_\_\_\_

Resource Teacher \_\_\_\_\_

TE/IS \_\_\_\_\_

**2**

### DATES OF OBSERVATIONS

FIRST

SECOND

THIRD

OTHER

Principal \_\_\_\_\_

Resource Teacher \_\_\_\_\_

TE/IS/KDATE \_\_\_\_\_

### DATES OF COMMITTEE MEETINGS:

FIRST (ORIENTATION) \_\_\_\_\_ SECOND \_\_\_\_\_ THIRD \_\_\_\_\_ FOURTH \_\_\_\_\_

### NUMBER OF INSTRUCTIONAL DAYS THAT WILL BE COMPLETED BY END OF SCHOOL YEAR

Full Year \_\_\_\_\_ # of days (A minimum of 140 total instructional days is required.)

First Semester \_\_\_\_\_ # of days or Second Semester \_\_\_\_\_ # of days (A minimum of 70 instructional days is required.)

**3**

\_\_\_\_\_ **All Kentucky Teacher Standards have been met.** The intern's performance has been satisfactory.

\_\_\_\_\_ **One or more of the Kentucky Teacher Standards have not been met.** The intern's performance has not been satisfactory. (Remarks required if performance is unsatisfactory. Attach additional pages.)

## ORIENTATION MEETING CHECKLIST

### The committee and intern will meet to:

1. Exchange contact information with the intern and all committee members.
2. Review all KTIP-TPA materials, processes and procedures.
3. Discuss potential students for involvement in Task D and identify the student to be involved.
4. Discuss your completion of the self-assessment portion of Task E.
5. Discuss possible leadership projects for Task F and agree upon the project you will plan and implement.
6. Set the timelines for completion of the TPA Tasks including the Instructional Unit, Task G-J.
7. Discuss the Committee Meeting Exhibit Checklists (p.11-12 in the TPA Handbook).
8. Discuss committee and intern expectations.
9. Sign off for the Orientation Meeting in the Intern Management System (IMS).

## CYCLE 1 COMMITTEE MEETING CHECKLIST

### Committee meets without the intern to:

1. Record each member's holistic scores for the Kentucky Teacher Standards on the Summary of Intern Performance.
2. Discuss the analytic scoring and supporting evidence of each Standard to reach consensus on the intern's strengths and priority areas for professional growth identified during Cycle 1. Record the identified strengths and priority areas for professional growth in the Committee Consensus section.
3. Review the intern's Professional Responsibilities (Tasks D, E, and F).
4. Review the status and appropriateness of the resource teacher's in-class and out-of-class time mentoring the intern.

### Committee meets with the intern to:

1. Discuss the analytic and holistic scores and the supporting evidence for the ten Kentucky Teacher Standards focusing on the strengths and priority areas for growth identified by the committee during Cycle 1.
2. Reconcile the strengths and priority areas for growth identified by the committee with those the intern has identified in Task E to agree upon the professional growth activities for Cycle 2 and the assistance and documentation needed for these activities.
3. Discuss the progress made on Task D (Collaboration) and Task F (Leadership) Projects.
4. Clarify the expectations for Cycle 2 observations and reflections (Tasks A, B, and C) and Professional Responsibilities Tasks (Tasks D, E, and F).
5. Sign off for the Cycle 1 Committee Meeting in the IMS.

## SUMMARY OF CYCLE 1 INTERN PERFORMANCE

STANDARD	Principal	Resource Teacher	TE/IS KDATE
1. Demonstrates Applied Content Knowledge			
2. Designs/Plans Instruction			
3. Creates/Maintains Learning Climates			
4. Implements/Manages Instruction			
5. Assesses/Communicates Learning Results			
6. Demonstrates Implementation of Technology			
7. Reflects Upon and Evaluates Teaching and Learning			
8. Collaborates with Colleagues, Parents/Others			
9. Engages in Professional Development			
10. Provides Leadership Within School/Community/Profession			

## COMMITTEE CONSENSUS

### Strengths related to the Kentucky Teacher Standards

### Priority Areas for Professional Growth

## Cycle 2 COMMITTEE MEETING CHECKLIST

### Committee meets without the intern to:

1. Record each member's holistic scores for the ten Kentucky Teacher Standards on the Summary of Intern Performance.
2. Discuss the analytic scoring and supporting evidence of each Standard to reach consensus on any new strengths and/or priority areas for professional growth identified during Cycle 2. Record the identified strengths and priority areas for professional growth in the Committee Consensus section.
3. Review the intern's Professional Responsibilities (Tasks D, E, and F).
4. Decide whether the intern will video one lesson from his/her Cycle 3 unit and develop the lesson plan (Task A-2) and the Lesson Analysis and Reflection (Task C) for the video lesson **OR** have each committee member observe a lesson from the unit and the intern will develop the lesson plan and lesson analysis and reflection for each observed lesson. **Note:** The decision should be to have the intern video one lesson unless the intern's performance in Cycle 1 and Cycle 2 observations has been weak, justifying three observations to insure due process.
5. Review the status and appropriateness of the resource teacher's in-class and out-of-class time mentoring the intern.

### Committee meets with the intern to:

1. Discuss the analytic and holistic scores and the supporting evidence for the ten Kentucky Teacher Standards focusing on the strengths and areas for growth identified by the committee during Cycle 2.
2. Discuss the progress made in implementing the approved Task D (Collaboration), Task E (Professional Growth), and Task F (Leadership) work plans.
3. Reconcile any new strengths and/or priority areas identified by the Committee with those identified by the intern to agree on the intern's professional growth activities for Cycle 3 and the assistance and documentation needed for these activities
4. Review progress made in developing the Instructional Unit for Cycle 3. Confirm the time frame for its implementation.
5. Clarify the expectations for Cycle 3 observation(s) and reflection(s), the Professional Responsibilities Tasks, and the Instructional Unit (Tasks G, H, I, and J).
6. Sign off for the Cycle 2 Committee Meeting in the IMS.

## SUMMARY OF CYCLE 2 INTERN PERFORMANCE

STANDARD	Principal	Resource Teacher	TE/IS KDATE
1. Demonstrates Applied Content Knowledge			
2. Designs/Plans Instruction			
3. Creates/Maintains Learning Climates			
4. Implements/Manages Instruction			
5. Assesses/Communicates Learning Results			
6. Demonstrates Implementation of Technology			
7. Reflects Upon and Evaluates Teaching and Learning			
8. Collaborates with Colleagues, Parents/Others			
9. Engages in Professional Development			
10. Provides Leadership Within School/Community/Profession			

## COMMITTEE CONSENSUS

### New Strengths related to Kentucky New Teacher Standards

### New Priority Areas for Professional Growth

### Cycle 3 COMMITTEE MEETING CHECKLIST

**Committee meets without the intern to:**

1. Record each member's holistic scores for the Kentucky Teacher Standards on the Summary of Intern Performance.
2. Discuss the analytic scoring and supporting evidence of each Standard to reach consensus on the intern's strengths and priority areas for professional growth identified during previous cycles. Record the identified strengths and priority areas for professional growth in the Committee Consensus section.
3. Review the intern's Professional Responsibilities Tasks (D, E, and F), including his/her Professional Growth Self-Assessment and plan for addressing priority growth areas.
4. Review the status and appropriateness of the resource teacher's in-class and out-of-class.
5. Determine and record the Final Marking for each of the ten Kentucky Teacher Standards.

**Committee meets with the intern to:**

1. Discuss the Cycle 3 analytic and holistic scores and supporting evidence for the ten Kentucky Teacher Standards, focusing on the intern's strengths and areas for growth.
2. Discuss the completed Professional Responsibilities Tasks (Tasks D, E, and F).
3. Discuss new strengths and/or priority areas identified by the Committee and those identified by the intern on his/her Cycle 3 Professional Growth Self-Assessment and plan possible professional development directions for the following year.
4. Discuss the design, implementation, and analysis of the Instructional Unit (Tasks A, B, C, G, H, I, and J).
5. Sign off the Cycle 3 Committee Meeting in the IMS.

### SUMMARY OF CYCLE 3 INTERN PERFORMANCE

STANDARD	Principal	Resource Teacher	TE/IS	Final Marking	
				MET	NOT MET
1. Demonstrates Applied Content Knowledge					
2. Designs/Plans Instruction					
3. Creates/Maintains Learning Climates					
4. Implements/Manages Instruction					
5. Assesses/Communicates Learning Results					
6. Demonstrates Implementation of Technology					
7. Reflects Upon and Evaluates Teaching and Learning					
8. Collaborates with Colleagues, Parents/Others					
9. Engages in Professional Development					
10. Provides Leadership Within School/Community/Profession					

### COMMITTEE CONSENSUS

**New Strengths related to the Kentucky Teacher Standards**

**New Priority Areas for Professional Growth**