



Radford University Teacher Preparation Programs
INTERN ATTENDANCE FORM

The purpose of this form is to clarify field experience attendance responsibilities and to ensure that these expectations are shared and agreed upon by the University Supervisor, Cooperating Professional and the Preservice Teaching Intern. The intern should work with the University Supervisor and Cooperating Professional to complete this information sheet.

The intern must arrive on time each assigned day. The interns should also make arrangements for contacting the Cooperating Professional and the University Supervisor for times when he or she must be absent due to illness or emergencies. (Note: see the Handbook for policies and procedures regarding absences) Be specific about the person you should call and about the communication procedure.

Because teachers' schedules are very tight, you might need to be flexible in finding and maintaining times to meet with your teacher (e.g., you might have to come early or stay after school for conferencing). Also, there might be times when your internship schedule will vary due to school or program activities.

List the week days and arrival and departure times for your internship:

WEEKDAYS

ARRIVE and DEPART

The regular conference time with my cooperating professional will be:

Day(s) of the week _____ **from (time)** _____ **to** _____

Emergency absences:

If I am unable to attend, I will call: _____ **phone** _____

phone _____

phone _____

phone

I will attempt to provide notification as early as possible. I will make every attempt to follow through on my responsibilities though I must be absent from the field (make sure lesson plans and materials are there, return any homework or tests I might have taken home to grade, etc.)

I will find out about school cancellation and delayed openings by

Signed:

Preservice Teacher

Cooperating Professional

University Supervisor

Preservice Teacher Name (please print) _____ **Phone #** _____

Copies are given to the Preservice Teaching Intern, Cooperating Professional, and University Supervisor