

# Intern Handbook



Ahliah School

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## **Introduction:**

The success of the school's educational programs is mainly attributed to teachers' effectiveness and commitment to the learning process. It is within our mission to provide students with ample opportunities to learn and grow in a professional context and guided by professional mentors. Ahliah strives to set the grounds for interns to work closely with experienced mentor teachers and relate theory to practice.

The purpose of this Handbook is to familiarize interns with the expected responsibilities and procedures and set guidelines that will provide for the efficient operation of the school. The handbook reflects the philosophies and ideas of all faculty and staff members.

**Mission Statement:** as declared at the time of its foundation in 1916

Ahliah School aims to provide liberal education through encouraging intellectual pursuit and building high moral and ethical character. The school employs modern techniques and methods to foster self respect, autonomy in learning, and cooperative behavior.

### **Aims and Objectives:**

Ahliah School aims at:

- creating a caring, safe, unbiased, and stimulating learning environment for all school members
- promoting a positive respectful self-image in every student
- working cooperatively and collaboratively among all school community members
- fostering students' self-discipline, self-confidence, autonomy, and interdependency
- considering each student's needs in the learning and development processes

### **The Ahliah Teacher:**

The Ahliah teacher is one who:

- is committed to the learning and teaching processes
- considers the whole child in the learning process; cognitively, emotionally, socially, and physically
- works collaboratively and professionally with colleagues and maintains positive attitude towards students and parents
- is a good representative and advocate of the school
- has a respectful friendly personality and is sensitive to the needs and feelings of others
- works continuously on developing professionally
- participates in school development plans, activities and extracurricular activities

## Interns:

### **General Policies:**

1. **Attendance:** Interns are expected to abide by the schedule set by the school and the number of hours recommended by their university. In case of tardiness, teachers should report to their mentors.
2. **Dress Code:** Interns are expected to dress in a professional and appropriate manner that elicits the respect due the person and the profession.
3. Interns are not supposed to exchange phone numbers, personal email address, facebook etc... with parents or students. (only school email address can be exchanged for professional communication)
4. Smoking is prohibited, on all school property, and in school related vehicles.
5. Students should never be left unattended without making provisions with another responsible adult for their supervision.
6. Always be the "first to arrive and last to leave" in the classroom.
7. Do not permit in your presence any potentially dangerous activities either in the classroom, on campus, or at any other school-related activity.
8. Interns are not allowed to use cell phones in class or leave the class for using the phone.
9. **Hall Passes:** while mentors are giving a session, if a student asks to leave the classroom in order to go to the nurse, he/she should be sent to the supervisor's office for permission. Students should not be admitted to class without an admission slip from the nurse or supervisor that includes the date and exact time.
10. Fill in a Supply Request form if any material is needed and submit it to the supervisor.
11. Any material needed to be printed or photocopied should be approved by the HOD.

12. Hold in confidence personal observations regarding the pupils and the schools.
  - Interns should not discuss student concerns/issues with parents
  - Interns should never discuss children, parents, teachers or other interns publicly or outside school
13. The HOD's permission should be taken in order to video tape a class or a micro-lesson

### **Expectations**

1. follow the moral and ethical standards of the profession
2. set an example for pupils in personal habits, conduct, and dress
3. approach the learning and the teaching situation with a positive attitude
4. recognize the professional responsibility of presenting points of view without imposing a personal bias
5. be receptive and accepting of constructive criticism and feedback
6. maintain, at all times, a courteous, cooperative, and professional relationship with the entire school staff
7. interns are encouraged to have an active participation in the school activities
8. prepare lesson plans detailing specific objectives, instructional strategies, and evaluation procedures
9. complete all tasks given to them by their mentors which fall within the intern's professional development
10. participate actively in school conferences, staff development activities, departments, faculty and class meetings
11. use a variety of instructional strategies and assessment
12. not to give remarks or interfere in the instruction process during observation sessions
13. refer to their mentors privately for any comment
14. complete all assigned tasks in a timely and a quality manner
15. conform to rules, philosophy and policies of the school

## **Mentors:**

The classroom mentor teacher can contribute much to the development of the competencies that are desired. **Mentors are expected to:**

1. provide an atmosphere of acceptance and readiness to accept the intern as a co-worker in the teaching staff.
2. help the teacher intern relate theory to practice
3. introduce the intern to administrators, teachers, and all other professionals concerned
4. provide the intern with information concerning the school, its policies, regulations, available teaching materials, sources of school supplies, handbooks, etc.
5. become familiar with the intern's educational and professional background
6. guide the intern into teaching responsibilities gradually
7. demonstrate a variety of best practices teaching techniques and encourage interns to observe other effective teachers from time to time
8. be flexible in allowing teacher interns to implement various teaching methods and classroom management techniques
9. provide the intern with essential information concerning the students with whom he/she will be working
10. establish regular periods for conference and discussion in which the intern can receive feedback, and help evaluate his/her own progress
11. keep a record of attendance and tardiness of the teacher intern. If excessive absences or tardiness are observed, report this to the supervisor

## **The School**

1. Disrespect for the school's rules and regulations or failure to observe the terms of reference of the internship are grounds to annul the acceptance in consultation with methods course instructor.
2. The school assigns a school representative whose role is assisting in the placement of interns and providing feedback to the Interns' University, through direct contact with the PTC Coordinator or method course instructors.
3. School representatives attend PTC meetings.
4. Mentor's school should provide a safe and a positive school environment to house interns and promote their professional growth