

Education & Training Internship (2023)

Foundational Standards

- 1 Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces. [F.1](#)
- 2 Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork. [F.2](#)
- 3 Explore the range of careers available in the field and investigate their educational requirements and demonstrate job-seeking skills including resume-writing and interviewing. [F.3](#)
- 4 Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway. [F.4](#)
- 5 Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork. [F.5](#)

Instructional Practice

- 1 Create classroom expectations and procedures, based on observations, for the beginning and ending of the school year. Examples: classroom set-up, transition procedures, assignment submission, bulletin boards, end-of-year checklists, student documentation files [1](#)
- 2 Develop a collaborative relationship with a cooperating professional. [2](#)
- 3 Provide small group or individual instruction. [3](#)
- 4 Design and teach developmentally appropriate units of instruction. [4](#)
- 5 Create a classroom management plan which incorporates a variety of procedures, based on observations. Examples: classroom rewards system, classroom call-outs, preventive measures, redirection, positive and negative consequences [5](#)
- 6 Research and report on the impact of the learning environment on all learners. [6](#)

Professional Practice

- 7 Utilize professional presentation skills. Examples: preparation, poise, self-confidence, initiative, enthusiasm [7](#)

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- 8 Demonstrate positive, professional interactions with community stakeholders and members of the learning community, including students, teachers, administrators, and paraprofessionals. 8**
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- 9 Identify and describe strategies for establishing positive, responsive relationships with children's families. 9**
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- 10 Develop communication tools for interaction with learners' families. Examples: parent/guardian newsletter, emails, script for telephone calls, flyers 10**
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- 11 Complete training approved by the Alabama Department of Human Resources for prevention of child abuse and neglect, including reporting procedures and prevention strategies. 11**
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- 12 Compile a comprehensive portfolio based on internship experiences, including documentation of completed internship hours. Examples: philosophy of education, unit plans, instructional resources, reflections, work samples, training certificates 12**
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