UTeach Internship Program
Site Supervisor Interview

Your first assignment as a UTeach intern is to sit down with your site supervisor and fill out the sheet below. This process is designed to ensure that you have a clear vision of your responsibilities and your role at your particular internship site. In addition, this process should help you set some goals for what you would like to accomplish during this semester. Once you complete this form, you should be sure that both you and your supervisor have a copy. In addition, you will need to turn in a copy of this sheet with your first time card. Good luck this semester. Shelly

Intern name: ___________________________________________ Date: _______________

Internship site: ____________________________________________

Supervisor name: ___________________________________________

What are my primary roles and responsibilities at this site? What expectations do you have for me while in this internship?

What key standards for safety and conduct toward students are associated with this role?

How should I communicate with you about my schedule or any possible absences? Where should I record my hours so that you have a record of my time? Who is authorized to sign my timesheet?

Work with your supervisor to set some goals for this semester. What skills do you want to work on? What will help you become a better teacher? Two goals that I would like to achieve through this internship process are: (if you are returning you can reflect on previous goals or set new ones)

1. ___________________________________________________________
2. ___________________________________________________________

Please contact Shelly Rodriguez, the UTeach Internship Coordinator with any questions or concerns: shelly.rodriguez@austin.utexas.edu (512) 232-8473