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# LETTER TO INTERNS

Dear ATCP Intern:

There are many requirements to meet before gaining your Standard Certification in the State of Texas. This Intern Documentation Book will help you stay on track as you complete these requirements. It is your responsibility to maintain a record and have it available for every visit that occurs during your internship.

At the end of the school year, this book must be submitted to the Prairie View A&M University Alternative Teacher Certification Program Office, Dr. William H. Parker, Director. Your University Supervisor will collect this book during their last visit. In preparation for each visit by the University Supervisor and mentor, you must have the following items available:

- ❑ Documentation Book
- ❑ Grade Book or Computer Grade Roster
- ❑ Lesson Plans

Other pertinent information enclosed includes:

- ❑ Timeline/Critical Dates
- ❑ Mentor/intern Substitute Days
- ❑ Mentor/Intern Weekly Conference
- ❑ Substitute Observation Forms
- ❑ University Supervisor Classroom Observation Checklist
- ❑ Administrative Walk-Through Form
- ❑ PDAS Forms

Senate Bill 19 TAC 149.22, Induction Program for Beginning Teachers, requires school districts to provide mentors for beginning teachers. Each PVAMU ATCP Intern must work with a trained mentor as a certification requirement for our program as approved by the state. All mentors are required to attend mentor training as scheduled by the University ATCP Program Director.

Please feel free to contact the Prairie View A&M Alternative Teacher Certification Program office at (936) 857-2257 should you need additional information.

Sincerely,

William H. Parker, Director

# CONTACT INFORMATION

You may contact the Prairie View A&M University College of Education Alternative Certification office by mail, phone, fax, or e-mail:

**MAIL:**

Dr. William H. Parker, Director  
Prairie View A&M University Alternative Teacher  
Certification  
Program  
Delco Building Room 120  
P. O. Box 519, MS 2800  
Prairie View, Texas 77446-2800

Mrs. Irma Kendrick, Supervisor  
Prairie View A&M University Alternative Teacher  
Certification Program  
Delco Building ~ Room 120  
Prairie View, Texas 77446

Ms. Edna Van Duren Butler, Program Assistant  
Prairie View A&M University Alternative Teacher  
Certification Program  
Delco Building ~ Room 120  
Prairie View, Texas 77446

**PHONE:** (936) 857-2257

FAX: (936) 857-4521

E-MAIL: [whparker@pvamu.edu](mailto:whparker@pvamu.edu)  
[ilkendrick@pvamu.edu](mailto:ilkendrick@pvamu.edu)  
[evbutler@pvamu.edu](mailto:evbutler@pvamu.edu)

# **ATCP DOCUMENTATION HANDBOOK DIRECTIVES**

- KEEP THIS DOCUMENTATION BOOK AT SCHOOL AT ALL TIMES
  
- THE FORMS IN THIS BOOK WILL BECOME A PART OF YOUR ATCP FILE.
  
- THE DOCUMENTATION BOOK SHOULD BE TURNED IN TO THE ATCP OFFICE AT THE END OF THE INTERNSHIP YEAR.
  
- COMPLETE THE ATCP MENTOR/INTERN WEEKLY CONFERENCE RELEASE TIME FORMS IN THE FOLLOWING MANNER:

\*The mentor and intern will each be released for at least thirty (30) minutes per week for the first twelve (12) weeks of

employment as teacher of record) to conference on specific topics, discuss successes, and to target areas where growth is needed.

\*These conferences should be documented on the form provided for this purpose.

\*Release time conferences must not occur during the interns or mentor's planning period or duty-free lunch time.

\*All forms must be completely filled out, including signatures and dates.

- IT IS THE INTERN'S RESPONSIBILITY TO SEE THAT THESE FORMS ARE COMPLETED ON A WEEKLY BASIS.

# DOCUMENTS LISTING

These are the documents that you will use as an Intern.

- Documentation Handbook
- ATCP Substitute Observation Form
- Mentor/Intern Weekly Conference Forms
- Administrative Walk-Through Form
- University Supervisor's Classroom Observation Form
- Mentor Observation of the Intern Form
- ATCP Substitute Observation Form
- ATCP Substitute Day Observation Form
- PDAS Form

**DOCUMENTATION FORM FOR MENTOR/INTERN  
WEEKLY CONFERENCES**

Weekly conference # \_\_\_\_\_

Intern \_\_\_\_\_ School &  
District \_\_\_\_\_

Mentor \_\_\_\_\_ Week of \_\_\_\_\_ to \_\_\_\_\_

Suggested Topics for Weeks 1, 2, 3, & 4:

Building procedures (building, duties, teacher/departmental meetings, safety, emergency procedures, drills, etc.) learning media resources, technology, classroom management, names/responsibilities of administrative/clerical staff, attendance procedures, funding, lesson planning, textbooks, teacher's editions, curriculum guides, home-school communication, course syllabus, grading, grading procedures (using the computer), open house for parents, progress reports, TAKS strategies, teacher appraisal procedures and expectations.

















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Signature of Mentor \_\_\_\_\_

Date \_\_\_\_\_

Signature of Intern \_\_\_\_\_

Date \_\_\_\_\_

**DOCUMENTATION FORM FOR MENTOR/INTERN  
WEEKLY CONFERENCES**

Weekly conference # \_\_\_\_\_

Intern \_\_\_\_\_ School &

District \_\_\_\_\_

Mentor \_\_\_\_\_ Week of \_\_\_\_\_ to \_\_\_\_\_

Suggested Topics for Weeks 9, 10, 11 & 12:

Building procedures (building, duties, teacher/departmental meetings, safety, emergency procedures, drills, etc.) learning media resources, technology, classroom management, names/responsibilities of administrative/clerical staff, attendance procedures, funding, lesson planning, textbooks, teacher's editions, curriculum guides, home-school communication, course syllabus, grading, grading procedures (using the computer), open house for parents, progress reports, TAKS strategies, teacher appraisal procedures and expectations.

Conference Summary:

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**ATCP SUBSTITUTE DAY OBSERVATION FORM**  
**To be Completed by the Intern**

Date \_\_\_\_\_  
Teacher \_\_\_\_\_

Mentor

Intern \_\_\_\_\_  
District \_\_\_\_\_

School &

Class  
Observed \_\_\_\_\_

Focus \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective/Purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructional strategies  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Management strategies  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Two positive aspects of the lesson:  
1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_

Ideas for improvement/none  
needed: \_\_\_\_\_  
\_\_\_\_\_

Do you see improvement from last observation? \_\_\_Yes \_\_\_No

Elaborate \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Mentor Teacher Signature

\_\_\_\_\_  
Intern Signature

**ATCP SUBSTITUTE DAY OBSERVATION FORM**  
**To be Completed by the Intern**

Date \_\_\_\_\_  
Teacher \_\_\_\_\_

Mentor

Intern \_\_\_\_\_  
District \_\_\_\_\_

School &

Class  
Observed \_\_\_\_\_

Focus \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective/Purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructional strategies  
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Management strategies  
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\_\_\_\_\_  
\_\_\_\_\_

Two positive aspects of the lesson:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

Ideas for improvement/none  
needed: \_\_\_\_\_  
\_\_\_\_\_

Do you see improvement from last observation? \_\_\_Yes \_\_\_No  
Elaborate \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Mentor Teacher Signature

\_\_\_\_\_  
Intern Signature

**ATCP SUBSTITUTE DAY OBSERVATION FORM**  
**To be Completed by the Intern**

Date \_\_\_\_\_  
Teacher \_\_\_\_\_

Mentor

Intern \_\_\_\_\_  
District \_\_\_\_\_

School &

Class  
Observed \_\_\_\_\_

Focus \_\_\_\_\_  
\_\_\_\_\_  
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Objective/Purpose \_\_\_\_\_  
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Instructional strategies  
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Management strategies

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Two positive aspects of the lesson:

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

Ideas for improvement/none needed: \_\_\_\_\_

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Do you see improvement from last observation? \_\_\_Yes \_\_\_No

Elaborate \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Mentor Teacher Signature

\_\_\_\_\_  
Intern Signature

**ATCP SUBSTITUTE DAY OBSERVATION FORM**  
**To be Completed by the Intern**

Date \_\_\_\_\_  
Teacher \_\_\_\_\_

Mentor

Intern \_\_\_\_\_  
District \_\_\_\_\_

School &

Class  
Observed \_\_\_\_\_

Focus \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective/Purpose \_\_\_\_\_  
\_\_\_\_\_  
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Instructional strategies  
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Management strategies  
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Two positive aspects of the lesson:  
1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_

Ideas for improvement/none  
needed: \_\_\_\_\_  
\_\_\_\_\_

Do you see improvement from last observation? \_\_\_Yes \_\_\_No  
Elaborate \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
Mentor Teacher Signature

\_\_\_\_\_  
Intern Signature

**ATCP SUBSTITUTE DAY OBSERVATION FORM**  
**To be Completed by the Intern**

Date \_\_\_\_\_  
Teacher \_\_\_\_\_

Mentor

Intern \_\_\_\_\_  
District \_\_\_\_\_

School &

Class  
Observed \_\_\_\_\_

Focus \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective/Purpose \_\_\_\_\_  
\_\_\_\_\_  
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Instructional strategies  
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Management strategies  
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Two positive aspects of the lesson:  
1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_

Ideas for improvement/none  
needed: \_\_\_\_\_  
\_\_\_\_\_

Do you see improvement from last observation? \_\_\_Yes \_\_\_No

Elaborate \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Mentor Teacher Signature

\_\_\_\_\_  
Intern Signature

**ATCP SUBSTITUTE DAY OBSERVATION FORM**  
**To be Completed by the Intern**

Date \_\_\_\_\_  
Teacher \_\_\_\_\_

Mentor

Intern \_\_\_\_\_  
District \_\_\_\_\_

School &

Class  
Observed \_\_\_\_\_

Focus \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective/Purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructional strategies  
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Management strategies  
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\_\_\_\_\_

Two positive aspects of the lesson:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

Ideas for improvement/none needed: \_\_\_\_\_  
\_\_\_\_\_

Do you see improvement from last observation? \_\_\_Yes \_\_\_No  
Elaborate \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Mentor Teacher Signature

\_\_\_\_\_  
Intern Signature

**ATCP SUBSTITUTE DAY OBSERVATION FORM**  
**To be Completed by the Mentor**

Date \_\_\_\_\_  
Teacher \_\_\_\_\_

Mentor

Intern \_\_\_\_\_  
District \_\_\_\_\_

School &

Class Observed \_\_\_\_\_

Focus \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective/Purpose \_\_\_\_\_  
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\_\_\_\_\_

Instructional strategies

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Management strategies

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Two positive aspects of the lesson:

1. \_\_\_\_\_

2. \_\_\_\_\_

Ideas for improvement/none  
needed: \_\_\_\_\_

Do you see improvement from last observation? \_\_\_Yes \_\_\_No  
Elaborate \_\_\_\_\_

\_\_\_\_\_  
Mentor Teacher Signature

\_\_\_\_\_  
Intern Signature

**ATCP SUBSTITUTE DAY OBSERVATION FORM**  
**To be Completed by the Mentor**

Date \_\_\_\_\_  
Teacher \_\_\_\_\_

Mentor

Intern \_\_\_\_\_  
District \_\_\_\_\_

School &

Class  
Observed \_\_\_\_\_

Focus \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective/Purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructional strategies  
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Management strategies  
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Two positive aspects of the lesson:  
1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_

Ideas for improvement/none  
needed: \_\_\_\_\_  
\_\_\_\_\_

Do you see improvement from last observation? \_\_\_Yes \_\_\_No  
Elaborate \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Mentor Teacher Signature

\_\_\_\_\_  
Intern Signature

**ATCP SUBSTITUTE DAY OBSERVATION FORM**  
**To be Completed by the Mentor**

Date \_\_\_\_\_  
Teacher \_\_\_\_\_

Mentor

Intern \_\_\_\_\_  
District \_\_\_\_\_

School &

Class  
Observed \_\_\_\_\_

Focus \_\_\_\_\_

\_\_\_\_\_

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Objective/Purpose \_\_\_\_\_

\_\_\_\_\_

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Instructional strategies

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Management strategies

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Two positive aspects of the lesson:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

Ideas for improvement/none  
needed: \_\_\_\_\_

\_\_\_\_\_

Do you see improvement from last observation? \_\_\_Yes \_\_\_No

Elaborate \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Mentor Teacher Signature

\_\_\_\_\_  
Intern Signature

**ATCP SUBSTITUTE DAY OBSERVATION FORM**  
**To be Completed by the Mentor**

Date \_\_\_\_\_  
Teacher \_\_\_\_\_

Mentor

Intern \_\_\_\_\_  
District \_\_\_\_\_

School &

Class  
Observed \_\_\_\_\_

Focus \_\_\_\_\_  
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Objective/Purpose \_\_\_\_\_  
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Instructional strategies  
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Management strategies  
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\_\_\_\_\_

Two positive aspects of the lesson:  
1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

Ideas for improvement/none  
needed: \_\_\_\_\_  
\_\_\_\_\_

Do you see improvement from last observation? \_\_\_Yes \_\_\_No  
Elaborate \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Mentor Teacher Signature

\_\_\_\_\_  
Intern Signature

**ATCP SUBSTITUTE DAY OBSERVATION FORM**  
**To be Completed by the Mentor**

Date \_\_\_\_\_  
Teacher \_\_\_\_\_

Mentor

Intern \_\_\_\_\_  
District \_\_\_\_\_

School &

Class  
Observed \_\_\_\_\_

Focus \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective/Purpose \_\_\_\_\_  
\_\_\_\_\_  
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Instructional strategies  
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Management strategies

Two positive aspects of the lesson:

1. \_\_\_\_\_

2. \_\_\_\_\_

Ideas for improvement/none  
needed: \_\_\_\_\_

Do you see improvement from last observation? \_\_\_Yes \_\_\_No  
Elaborate \_\_\_\_\_

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Mentor Teacher Signature

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Intern Signature

**ATCP SUBSTITUTE DAY OBSERVATION FORM**  
**To be Completed by the Mentor**

Date \_\_\_\_\_  
Teacher \_\_\_\_\_

Mentor

Intern \_\_\_\_\_  
District \_\_\_\_\_

School &

Class  
Observed \_\_\_\_\_

Focus \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective/Purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructional strategies  
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Management strategies  
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Two positive aspects of the lesson:  
1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_

Ideas for improvement/none  
needed: \_\_\_\_\_  
\_\_\_\_\_

Do you see improvement from last observation?  Yes  No  
Elaborate \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Mentor Teacher Signature

\_\_\_\_\_  
Intern Signature

**UNIVERSITY SUPERVISOR CHECKLIST**

INTERN \_\_\_\_\_ SCHOOL \_\_\_\_\_

\_\_\_ 1. Number of students served in all classes \_\_\_\_\_

- \_\_\_2. Teacher's textbook editions in the classroom
- \_\_\_3. Curriculum guides available to intern
- \_\_\_4. Lesson plans available and completed
- \_\_\_5. Grade book or computer class roster available
- \_\_\_6. Necessary teaching aids and computers available to intern
- \_\_\_7. Permanent classroom assigned
- \_\_\_8. Floating teacher
- \_\_\_9. Mentor teacher assigned

**COMMENTS:**

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University  
Supervisor\_\_\_\_\_

Date of Visitation\_\_\_\_\_









## ADMINISTRATIVE WALK-THROUGH FORM

**Intern's**

**Name** \_\_\_\_\_ **Date/Time** \_\_\_\_\_

It is understood that all of these may not, and probably will not be observable during any one evaluation. The purpose of this rubric is to assess frequency, level of implementation, and provide feedback to the intern.

- ABS – Above Standard
- AS – At Standard
- BS – Below Standard
- N – Not Evident

\_\_\_\_\_ Teacher was facilitating and imparting information to students

\_\_\_\_\_ Students were on-task, focused and motivated

\_\_\_\_\_ There was evidence of a positive leaning climate

\_\_\_\_\_ Technology utilization was evident  
(Critical thinking – problem solving)

\_\_\_\_\_ Real-world connections noted

\_\_\_\_\_ Classroom behavior was appropriate/inappropriate

\_\_\_\_\_ Bulletin boards were creative – student focused

\_\_\_\_\_ Instructional content was learner-centered

\_\_\_\_\_ Learning was reinforced and included specific constructive feedback

\_\_\_\_\_ 85% or more of the students actively participated in the lesson

\_\_\_\_\_ The teacher encouraged reluctant students and worked with them

### ADMINISTRATIVE WALK-THROUGH FORM

**Intern's**

**Name** \_\_\_\_\_ **Date/Time** \_\_\_\_\_

It is understood that all of these may not, and probably will not be observable during any one evaluation. The purpose of this rubric is to assess frequency, level of implementation, and provide feedback to the intern.

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- AS – At Standard
- BS – Below Standard
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\_\_\_\_\_ Students were on-task, focused and motivated

\_\_\_\_\_ There was evidence of a positive leaning climate

\_\_\_\_\_ Technology utilization was evident  
(Critical thinking – problem solving)

\_\_\_\_\_ Real-world connections noted

\_\_\_\_\_ Classroom behavior was appropriate/inappropriate

\_\_\_\_\_ Bulletin boards were creative – student focused

\_\_\_\_\_ Instructional content was learner-centered

\_\_\_\_\_ Learning was reinforced and included specific constructive feedback

\_\_\_\_\_ 85% or more of the students actively participated in the lesson

\_\_\_\_\_ The teacher encouraged reluctant students and worked with them

Date of Visitation\_\_\_\_\_











