Responsibilities and Expectations of Interns

Admission Requirements
- Interns must meet all requirements for admission to Block 2 before beginning the PDS program. Any exceptions must be approved by the Dean’s office.
- Interns must meet all requirements for admission to Block 3 in order to participate in the second semester of the PDS program.

Commitment of Time and Energy
- Interns agree to make the commitment of time and energy necessary for participation in the PDS program.
- Prior to participation in the PDS program, interns will sign an acceptance form which indicates they understand they are making a full year commitment to the PDS program. The PDS program runs from 8:00-4:00, Monday through Friday. Extracurricular activities at the PDS site will require additional time beyond the school day. Methods classes and staff development activities may be scheduled after this time, depending on the PDS site. Additional time is required outside of the school to complete assignments for required classes.

Schedule and Attendance Policy
- The PDS program does not follow the schedule of classes at Emporia State University. Interns will follow the schedule established for their PDS site, which may include: orientation meetings, district inservice meetings, building inservice meetings, and class sessions.
- Interns will follow the district schedule for holidays except as noted on the calendar distributed for their PDS site.
- Interns are in their assigned buildings for the full day expected of all faculty, except for when they attending required classes, seminars, and/or meetings. Interns do have a closed lunch hour. They are to remain at the PDS site the entire school day.
- Interns are encouraged to enter into the activities of the school as much as their schedule permits. They are to attend faculty and building inservice meetings. Interns are required to attend PTO meetings with their mentor teacher. If they are involved in a grade-level performance, they are expected to fulfill their duties at any scheduled evening performance. Interns are required to attend parent-teacher conferences, including evening conferences. Each PDS Director will determine the schedule for flex days, early release days, and parent-teacher conferences.
- Interns are to attend the parent-teacher conference days at their assigned school as directed by their PDS coordinators.
- Interns are to be present on all school days. If an intern is sick or has some other emergency, he/she must notify his/her mentor and the PDS coordinator if he/she will not be coming to school or will be coming in late. If the intern is responsible for teaching on a day when an absence is necessary, appropriate lesson plans and materials must be provided for the mentor teacher to use. There are no personal leave days.
- If a necessary absence occurs on a day when class or seminar is scheduled, the intern is responsible for getting notes, assignments, etc. Because each PDS methods class meets
fewer times than regular classes, any absence may influence the student’s final course grade adversely.

- Absences will be made up at the end of the semester during finals week.

Policies and Procedures

- Interns are expected to be familiar with the policies and procedures contained in the Procedures Book and are responsible for following all policies and procedures. Any questions about policies or procedures should be addressed to the PDS coordinator.
- Interns are responsible for following all policies and procedures established by the Board of Education in the school district to which they are assigned and by the school to which they are assigned. This includes having a current TB clearance form with Advising.
- Interns will keep all information about students, parents, and staff members in the school at which they are working absolutely confidential.
- Interns will demonstrate professional dispositions for teaching as indicated in the Procedures Book.
- Interns are to be professionally and appropriately dressed for all school functions. Principals, mentors, and/or site coordinators can ask interns to leave the PDS site and not return until appropriately dressed. Jeans are not considered professional dress. Interns must remember they represent Emporia State University.