

Internship and Observation Success Guide

Congratulations on reaching this final step in your degree or certificate with Rio Salado College's Early Childhood Education and Human Development Program; your internship practicum. Potential Early Childhood professionals need relevant experiences to connect course content to early childhood learning in the classroom. This phase can be full of excitement and anxiety, so here are some tips to help you gain the most meaningful experiences from your internship from start to finish. You have chosen a location and received information on video assignments. Now it's time to begin your course and work experience:

Suggested materials:

- Notebook/journal for taking notes, documenting observations, or writing questions to be answered by the teacher or your course instructor
- Internship Time Log (found in Lesson 1)
- [Parent Permission Video Form](#) (found in Lesson 1)
- Internship Course Assignments (found in Lessons 1-8)
- Practice using your recording device (such as personal videos) and uploading to a computer or to the video platform

The Beginning

1. Upon arrival, and throughout your internship, be respectful to program rules, routines, functions, staff, administration, and teachers; you are interning in the environment to learn from experienced professionals in the Early Childhood field.
2. Talk with your direct supervisor about your established goals and how you want to accomplish them. Ask for suggestions to be successful in that particular program setting.
3. On the first day of your internship, request time to observe the teacher in the classroom. Use the Internship Video Assignments document as a guide. Observe the teacher's behaviors, mannerisms, verbal cues, interactions, and language that he or she uses in the classroom. This will help you gain an understanding of how to act in the classroom during your internship. Take note of the daily routine and schedule so you can be of assistance.
4. Depending on the amount of hours per day you have scheduled, you may need to complete this next step on a separate day: Use the same Video Assignments document again to observe the children in the classroom. Observe the children's motor skills, activities, behaviors, notice their stages of development, and be observant of their needs. Take notes on individual children so you know how to help them when you begin interacting with the children.

Internship Experience

1. Continue to observe while you work; model the teacher's behaviors, language, and classroom management skills. This will help you practice preliminary skills as you develop your own style

of teaching over time. You may consider keeping an observation journal to write down activities, behaviors, or other things you observe the children or teacher doing. Observation is a key assessment tool in early childhood education.

2. Treat this internship as a type of job interview. When you demonstrate knowledge and competency in the field, express a desire to learn, and take appropriate initiative to understand the program, the program director may consider you as a future employee.
3. Touch base with your direct supervisor regularly and inquire about ideas, suggestions, or practices that you can improve during your internship. Be open to feedback; it is intended to be constructive!
4. Ask your direct supervisor or classroom teacher to teach you skills necessary for the Early Childhood field. Be receptive to their help and guidance.

Prepare to Record Your Videos

1. Present the Internship Video Assignments to your classroom teacher or direct supervisor. Explain that the items in these instructions are the criteria you will be required to demonstrate or discuss in your videos. Ask which activities in the classroom correlate with the criteria on the tool. Ask how you could demonstrate those during your observation. Be sure to review the tool thoroughly to ensure you are prepared to meet each criterion.
2. Explain to your classroom teacher that you will need to take an active role in the classroom during your video recordings to demonstrate your competence and experience in the classroom to the course instructor. You can work with your classroom teacher to provide you with specific lessons to teach, set up projects, or direct and engage in various activities to meet all the criteria for the video assignments.
3. Take on the role of the teacher in the classroom and reasonable responsibility, under the guidance and direction of the classroom teacher. You will be required to demonstrate classroom skills and engage with children's activities during your videos.
4. Should you have questions or concerns about expectations regarding video components, you may contact the internship instructor.

Suggestions at the Conclusion of the Internship Course

1. Touch base again with your direct supervisor at the internship site. Request feedback about your performance with your responsibilities. Again, be receptive to feedback; you can always improve from constructive feedback.
2. Send a letter, note, or card to the direct supervisor and teacher you worked with at the program. Thank each person you were involved with for the opportunity and willingness to accommodate you into their environment.
3. Submit your completed Internship Time Log via email to your instructor by the end date of the course.