**Information for internship schools (Partner Network Intermobil)**

Below you will find important information to support your decision to participate in the internship programme of the School of Education, University of Applied Sciences Northwest Switzerland. If you have any further questions, please contact Programme Supervisor, Katja Schnitzer (katja.schnitzer@fhnw.ch)

If you agree to participate, you are required to complete the form ***“Confirmation of a supervised internship in a school of the Intermobil project partner network”***. The form must have the signature of the school principal (including school stamp).

**A: Requirements to be met by the school**

* The school must be a state supervised school (public or private).
* The school must provide an internship class (regular class size, no small groups) which corresponds to the age level of Primary schools in Switzerland (grades 1 to 6, 7-12 year olds) or Lower Secondary schools in Switzerland) grades 7 to 9, 13-15 year olds).
* The school must appoint a supervising teacher who teaches at least 60% in the internship class (and 70% at the school) and is the primary contact person for the internee. This person must meet the requirements listed under “C” in order to be able to supervise the internee. In particular, this person will be responsible for the supervision, the criteria-based feedback and the final evaluation of the internship (using evaluation forms sent by the School of Education.
* In addition to their teaching duties, the students are given the opportunity to immerse themselves in everyday school life in a foreign culture. For this purpose, they are welcomed into the teaching staff, get to know the school grounds and, in addition to supervision by the practical teacher, are also given contact persons who are available to help them with questions and concerns.
* Internees should have the opportunity to fulfil their tasks according to the requirements of the PH FHNW (point B). The internship can be done alone or in tandem in a class.

**B: Requirements for students in the focus internship (abroad)**

The focus internship (abroad) comprises 4 weeks per student. Participation in approx. 28 lessons per week is planned. The following procedure is recommended:

|  |
| --- |
| **Week 1** * about 10 lessons planned by students (solo or in tandem)
* about 6 lessons planned together with supervising teacher (joint lesson planning and microteam-teaching)
* about 12 lessons, students participate in lessons led by supervising teacher (student is assistant teacher, or given specific observation tasks)

 **Weeks 2 and 3** * about 10 lessons planned by student A (student B may be asked to assist in teaching specific lessons)
* about 10 lessons planned by student B (student A may be asked to assist in teaching specific lessons)
* about 5 lessons planned together with supervising teacher (joint lesson planning and microteam-teaching)
* about 3 lessons, students participate in lessons led by supervising teacher (students are assistant teachers, or given specific observation tasks)

**Week 4** * Each student teaches half of the lessons alone
 |

**C: Requirements to be met by the supervising teacher**

* Several years of teaching experience
* Experience in dealing with pre-service teachers in internship situations and assessing their competency in the classroom.
* Willingness to support the internee, in particular by offering opportunities for co-planning and co-teaching of lessons.
* Sensitivity to the needs of pre-service teachers in a foreign context and willingness to help them integrate and feel comfortable (especially in the classroom situation).
* Capacity for the extra workload involved with the supervision of the internee (approx. 8 hours/week)

**D: Assessment of the internship abroad**

The internship is assessed with a final grade of "pass" or "fail". The assessment refers to the entire internship and not to individual lessons. The assessment is carried out by the supervising teacher (criteria: Fulfilment of compulsory attendance incl. punctuality, active participation in the internship, reliable completion of tasks). The evaluation of the internship is documented on the form ***“Assessment Internship Abroad”*** and signed in duplicate by the supervising teacher. The supervising teacher sends a scan of the signed evaluation to katja.schnitzer@fhnw.ch. If it appears that the student has not passed the internship, the internship teacher will arrange a zoom appointment with katja.schnitzer@fhnw.ch.

**E: Important information on the remuneration of internships for schools abroad**

The fee paid covers the supervision, co-planning, counselling and assessment of the internee, based on 30 hours for one internee per class or 45 hours for 2 internees in the same class. The per hour rata should reflect the local rates for teachers with the expected work experience in primary school. The invoice is issued by the school after the internship using the template ***"Invoice for internship abroad"***.