



EDG 4934
Final Internship Seminar
84966 601
Fall 2026

Instructor Name

Beth Wilt

University Course Description

The course guides the interns through full time student teaching in one or more schools, under the competent guidance of cooperating teachers, for one full semester at the end of the program of study. It is during this period that the intern devotes a major portion of the program to taking an active part in actual classroom experiences. The intern participates by observing, teaching, and evaluating the same activities as the cooperating teacher. The seminar portion of the course guides the intern through the teacher work sample critical assignment.

Course Requisites

Prerequisite(s):

Corequisite(s):
EDG 4944

Course Format

Seminars occur four times during the semester. Please see the semester calendar for exact dates.

Student Learning Outcomes

EDG 4944-

- Students will establish a collegial relationship with members of the school staff, parents, and all persons interested in the education of the students.
- Students will become skilled in teaching by understanding the behavior of pupils, managing and guiding student behavior, applying educationally sound principles of learning.
- Students will enhance instructional competencies by selecting and specifying goals and objectives; - selecting instructional strategies; - selecting instructional materials, organizing classroom groups and activities, implementing lesson plans, collecting data to use for program improvement.
- Students will develop skills in performing normal administrative duties, including the maintenance of required records and the submission of required reports.

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Required Texts and/or Readings and Course Materials

No required texts- manual required for all seminars.

Supplementary (Optional) Texts and Materials

None

How to Succeed in this Course

The intern is a degree-seeking student in good standing who has completed all required teaching specialization coursework and passed all security clearances required by the school district.

Interns typically do not hold a Florida Teaching Certificate and apply for certification after completing their internship, graduating, or securing a teaching position.

Interns are **not** teachers; they are novice teachers developing their instructional skills under the guidance of an experienced educator.

In addition to guided observation, the intern's involvement in the classroom should follow **gradual and intentional progression**, helping prepare them for full-time teaching responsibilities. (See *Calendar of Intern Teaching Responsibilities* for suggested pacing.)

Cooperating teachers should provide opportunities for interns to:

- **Support instruction** by tutoring students, escorting them throughout the school, and assisting with small groups or individual subjects.
- **Develop and implement lesson plans**, beginning with co-planning alongside the cooperating teacher and gradually transitioning to

independent planning using a plan book.

- **Take on increasing teaching responsibility**, starting with a single group or subject, then expanding to full-class instruction for parts of the day, and eventually leading the full class for entire days.
- **Engage in instructional logistics**, such as gathering materials, keeping records, and evaluating student progress.

Interns are not permitted to substitute teach during the Final Internship. It is recommended that interns call the sub-finder and set the date range when you cannot work to include your internship experience dates. This process enables the intern to maintain an active status with the sub-finder. According to Florida Statutes, Chapter 1012.39, a student teacher is in the process of gaining experience as a teacher and under the direct supervision and guidance of certified cooperating teacher and university personnel. Therefore, if the cooperating teacher is going to be absent from class for more than a short period, a substitute must be hired, even if the student teacher holds a Florida Substitute Teaching Certificate.

Grading Scale

Grades will be determined based on the following scale:

Grading Scale	
A	90-100
B	80-89
C	70-79

Grade Categories and Weights

Your Teacher Work Sample is divided up amongst the modules in the course- this is the majority of your grade in the class.

Assignments are due on the posted deadlines. A **10% deduction per day** will be applied to all late submissions. If you are waiting on a signature or form to be completed by your CT and it is past due, please reach out to your University Supervisor to let them know so your due date can be adjusted.

Instructor Feedback Policy & Grade Dissemination

Your University Supervisor and Dr. Wilt will respond to messages within 24-48 hours. If you have an urgent matter in your classroom, please reach out via phone directly to your University Supervisor or Dr. Wilt. You will be provided feedback on assignments within 10 days of posting. Please make sure that you are checking the feedback section of your assignment in Canvas for any edits you may need to make on an assignment.

Major Topics and Course Schedule

Schedule



Final Internship Calendar Fall 2026

Week	Key Happenings	Due	Notes
1. August 3rd	7/31: Orientation 8/3: First day in the classroom with CT •	8/8: • Personal Information Sheet • Classroom Schedule • Internship Affidavit • CT Manual Receipt	
1. August 10th	8/10: First Day in classroom with students Friday, 8/14: TWS Seminar STEM LAB (10-12)	8/15: • Initial IPDP • Demographics • Reflection #1	

1. August 17th	Begin weekly CT Formative Tool Submissions	8/22: • CT Formative Tool • Reflection #2 • TWS Proposal	
1. August 24th	Administer TWS Pre-Test Begin TWS Implementation CT Formative Tool Submission	8/29: • TWS Contextual Factors, Rationale, Learning Goals and Objectives • CT Formative Assessment Tool	
1. August 31st	CT and US log in to CampusFolio to complete PBA NO FORMATIVE TOOL THIS WEEK	9/5: • CT Mid-Session Progress Report • Online PBA (CT and US) • TWS Assessment Plan and Instructional Design (Lessons 1-5)	
1. September 7th	CT Formative Tool Submission	9/12: • CT Formative Tool • TWS Pre-test results	9/7- No School: Labor Day

1. September 14th	Friday, 9/18: Seminar STEM LAB (10-12) NO FORMATIVE TOOL THIS WEEK	9/19: • TWS Lesson Plans 6-10 • Self-Rating Scale • Reflection #3	
1. September 21st	US & CT complete Summative in Folio CT Formative Tool	9/26: • CT Formative Tool • Session A Family Contacts • Session A IPDP & Reflection to Canvas • CT & US Summative Asst.	
1. September 28th	Begin Session B Placement	10/3: • TWS Post-test results & summary • CT Manual Receipt • Information Sheet • Demographics	10/2: Apply for Graduation
1. October 5th	CT Formative Tool	10/10 • CT Formative Tool	

1. October 12th		10/17: • TWS Instructional Delivery & Decision Making • Resume	
1. October 19th	Friday, October 23rd: Seminar STEM LAB (10-12) CT Formative Tool	10/24: • CT Formative Tool • CT Mid-Session Progress Report	
1. October 26th	CT Formative Tool	10/31: • CT Formative Tool • TWS Analysis of Student Learning and TWS Reflection and Self-Assessment • Online PBA (CT and US)	
1. November 2nd	CT and US log in to CampusFolio to complete PBA	11/7: • Final PDP and Reflection • Self-Rating Scale	11/11: No School: Veteran's Day

1. November 9th	Friday, November 13th: Seminar STEM LAB (10-12)	11/14: • Family Contacts	
1. November 16th	11/20 LAST DAY IN SESSION B Qualtrics Survey posted to Canvas	11/21: • TWS Full Submission • Online Final Summative (CT & US) • Absentee Documentation (if needed) • Complete Qualtrics Survey	
1. November 23rd		• Upload TWS and Final IPDP to CampusFolio By 11/27	
November 30 th	Final Intern TWS Celebration	12/4: Check CampusFolio for Completion	December 10 th - End of Term

***Seminars: Pre-service teachers must attend the entire seminar. 10 points will be deducted for arrivals later than 5 minutes after the start of the seminar and/or for leaving prior to being dismissed from the seminar.**

***NOTE: No points will be earned for missing a seminar for any reason.**

USF Core Syllabus Policies

USF has a set of central policies related to student recording class sessions, academic integrity and grievances, student accessibility services, academic disruption, religious observances, academic continuity, food insecurity, pregnancy and related conditions, and sexual harassment that **apply to all courses at USF**. Be sure to review these online:

<https://www.usf.edu/provost/faculty-success/resources-policies-forms/core-syllabus-policy-statements.aspx>

Student Recordings

Florida Statute 1004.097 Free Expression on Campus

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal, educational use (USF Policy 10-048). A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member is prohibited. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the USF Student Conduct Code.

Course Policies: Grades

To pass the internship, you must earn a final grade of **80% or higher**.

- All observations and feedback forms must be submitted **with all required signatures** to receive full credit.
- Assignments are due on the posted deadlines. A **10% deduction per day** will be applied to all late submissions.

- If you need an extension, you must contact your supervisor **before the due date**. Granting an extension is at the **supervisor's discretion**.

Grades of "Incomplete"

The current university policy concerning incomplete grades will be followed in this course.

For undergraduate courses: An "I" grade may be awarded to a student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. The time limit for removing the "I" is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. For graduate students, this time limit may not exceed one academic semester. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU," whichever is appropriate.

Campus Free Expression

It is fundamental to the University of South Florida's mission to support an environment where divergent ideas, theories, and philosophies can be openly exchanged and critically evaluated. Consistent with these principles, this course may involve discussion of ideas that you find uncomfortable, disagreeable, or even offensive.

In the instructional setting, ideas are intended to be presented in an objective manner and not as an endorsement of what you should personally believe. "Objective" means that the idea(s) presented can be tested by critical peer review and rigorous debate, and that the idea(s) is supported by credible research.

In this course you may be asked to engage with complex ideas and to demonstrate an understanding of the ideas. Understanding and engaging with an idea does not require you to believe it or to agree with it.

Course Policies: Technology and Media

Cell phones and computers are not to be used in the internship classroom setting unless they are part of your instruction. Cell phones and computers are allowed during seminar sessions for class use.

Course Policies: Student Expectations

Health and Wellness

Your health is a priority at the University of South Florida. We encourage members of our community to look out for each other and to reach out for help if someone is in need. If you or someone you know is in distress, please make a referral at www.usf.edu/sos so that the Student Outreach & Support can contact and provide helpful resources to the student in distress. A 24-hour licensed mental healthcare professional, offered through the counseling center, is available by phone at 813-974-2831, option 3. Please remember that asking for help is a sign of strength. In case of emergency, please dial 9-1-1.

Title IX Policy

USF is committed to fostering a safe and respectful learning environment, free from sex discrimination and sexual harassment, in accordance with Title IX and USF Policy 0-004. If a student shares an experience of sexual harassment, sexual assault, stalking, or relationship violence with a USF employee (including faculty), that employee will notify the Title IX Office. This allows the Title IX Office to send the student an email with information about support resources and options—if it is safe to do so. Students are not required to respond to this email. The Title IX Office is a private resource. Information is shared only on a need-to-know basis to provide students with support measures. To speak to a confidential resource, students may contact USF Center for Victim Advocacy at 813-974-5757. Confidential resources do not notify the Title IX Office unless the student requests it. For more information about Title IX, available resources, or to make a report, please visit www.usf.edu/title-ix.

Course Hero / Chegg Policy

The USF Policy on Academic Integrity specifies that students may not use websites that enable cheating, such as by uploading or downloading material for this purpose. This does apply specifically to Chegg.com and

CourseHero.com – almost any use of these websites (including uploading proprietary materials) constitutes a violation of the academic integrity policy.

Professionalism Policy

Per university policy and classroom etiquette; mobile phones, iPods, etc. must be silenced during all classroom and lab lectures. Those not heeding this rule will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment. Please arrive on time for all class meetings. Students who habitually disturb the class by talking, arriving late, etc., and have been warned may suffer a reduction in their final class grade.

Turnitin.com

In this course, turnitin.com may be utilized. Turnitin is an automated system which instructors may use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you may be expected to submit all assignments in both hard copy and electronic format. After the assignment is processed, as instructor I receive a report from turnitin.com that states if and how another author's work was used in the assignment. For a more detailed look at this process visit <http://www.turnitin.com>.

Netiquette Guidelines

- Act professionally in the way you communicate. Treat your instructors and peers with respect, the same way you would do in a face-to-face environment. Respect other people's ideas and be constructive when explaining your views about points you may not agree with.
- Be sensitive. Be respectful and sensitive when sharing your ideas and opinions. There will be people in your class with different linguistic backgrounds, political and religious beliefs or other general differences.
- Proofread and check spelling. Doing this before sending an email or posting a thread on a discussion board will allow you to make sure your message is clear and thoughtful. Avoid the use of all capital

letters, it can be perceived as if you are shouting, and it is more difficult to read.

- Keep your communications focused and stay on topic. Complete your ideas before changing the subject. By keeping the message on focus you allow the readers to easily get your idea or answers they are looking for.
- Be clear with your message. Avoid using humor or sarcasm. Since people can't see your expressions or hear your tone of voice, meaning can be misinterpreted.

Email and Discussion Board Guidelines

- Use the subject line effectively by using a meaningful line of what your email or discussion is about.
- Keep your emails and postings related to the course content. You should not post anything personal on a discussion board unless it is requested by the instructor.
- Any personal, course or confidential issues should be directly communicated to the instructor via email. The discussion boards are public spaces; therefore, any issues should not be posted there.

End of Semester Student Evaluations

All classes at USF make use of an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued.

Food and Drink Policy (for in-campus sessions only).

Please adhere to the firm policy of no beverages (other than bottled/capped water), food, tobacco products, or like items in the classroom. Your understanding of the necessity for this policy and cooperation will be greatly appreciated. This policy will be strictly enforced.

Learning Support and Campus Offices

Academic Accommodations

Students with disabilities are responsible for registering with Student Accessibility Services (SAS) in order to receive academic accommodations. For additional information about academic accommodations and resources, you can visit the SAS website.

[SAS website for the Tampa campus and Sarasota-Manatee Teachout site.](#)
[SAS website for the St. Pete campus.](#)

Academic Support Services

The USF Office of Student Success coordinates and promotes university-wide efforts to enhance undergraduate and graduate student success. For a comprehensive list of academic support services available to all USF students, please visit the [Office of Student Success website](#).

Canvas Technical Support

If you have technical difficulties in Canvas, you can find access to the Canvas guides and video resources in the “Canvas Help” page on the homepage of your Canvas course. You can also contact the help desk by calling 813-974-1222 in Tampa or emailing help@usf.edu.

[USF IT Services](#)

Center for Victim Advocacy

The [Center for Victim Advocacy](#) empowers survivors of crime, violence, or abuse by promoting the restoration of decision making, by advocating for their rights, and by offering support and resources. Contact information is available online.

Counseling Center

The Counseling Center promotes the wellbeing of the campus community by providing culturally sensitive counseling, consultation, prevention, and

training that enhances student academic and personal success. Contact information is available online.

[Counseling Center website for the Tampa campus and Sarasota-Manatee Teachout site.](#)

[Counseling Center website for the St. Pete campus.](#)

Tutoring

The Tutoring Hub offers free tutoring in several subjects to USF undergraduates. Appointments are recommended, but not required. For more information, email

asctampa@usf.edu.

[Tutoring website for the Tampa campus and Sarasota-Manatee Teachout site.](#)

[Tutoring website for the St. Pete campus.](#)

Writing Studio

The Writing Studio is a free resource for USF undergraduate and graduate students. At the Writing Studio, a trained writing consultant will work individually with you, at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, email: writingstudio@usf.edu.

[Writing studio website for the Tampa campus and Sarasota-Manatee Teachout Site.](#)

[Writing studio website for the St. Pete campus.](#)

Student Ombuds Office

Florida Statute 1006.51 and Florida Board of Governors Regulation 6.011 require that all public institutions provide ombuds services to students. The Student Ombuds Office at USF is a confidential, impartial, informal, and independent resource for students experiencing challenges related to the university. Ombuds can help students safely explore options, clarify

processes, and consider next steps. [Learn more or make an appointment at usf.edu/student-ombuds.](https://usf.edu/student-ombuds)