

Suggested Duties of Student Interns

1. Listening and aiding students with reading.
2. Reading and telling stories to students.
3. Helping students use tools and equipment.
4. Providing leadership in introducing or discussing a video.
5. Administering a make-up test.
6. Tutoring a small group or one-on-one.
7. Developing games that teach students selected skills.
8. Helping students in the library.
9. Supervising indoor/outdoor games.
10. Creating and carrying out lesson plans.
11. Gathering materials for projects or experiments.
12. Helping students who are slower learners.
13. Assist teacher in playground and field trip supervision.
14. Helping students with make-up work.
15. Leading classroom discussions.
16. Drilling students on vocabulary words, ABC'S, sentence structure, and numbers.
17. Operating projectors, overheads, and other instructional equipment.
18. Preparing audio-visual materials.
19. Duplicating materials.
20. Creating and carrying out lessons.
21. Assisting in fire drills.
22. Laminating materials.
23. Checking papers and filing occasionally.
24. Displaying student work.
25. Creating bulletin boards or classroom displays.

These are just a few of the things you can allow your student intern to aid you with. The purpose of the ECE experience is to allow interns to experience all aspects of the teaching profession from making copies to creating lesson plans. Please allow your intern to participate and take responsibility, as you feel comfortable. The more experience the better the skills the interns will take away from this course. Thank you for your participation, cooperation and support.