Capstone/Internship Responsibilities and Timeline

RESPONSIBILITIES:
1. 45 hours of observation in a math classroom (this number is mandated by the state). For LS 499, this is in a K-8 classroom. For MA 492, this is in a high school classroom.
2. Journal with entries for each observation hour, reflecting on the math pedagogy you observed. Your journal should also contain your contract and proof of observation hours. You may choose to include other items in the journal, but these are not necessary.
3. Final presentation (15 minutes) on something you found interesting about math during your observations. If you have trouble thinking of a topic, email Prof. Leonard for a brainstorming appointment.

TIMELINE:
Week 1:
1. Meet with Professor Leonard to talk about requirements.
2. Contact schools about observation.
   a. You may have to undergo a background check taking up to 30 days, so start early!
   b. Start with a phone call. Letters take too long. Be polite, and understand that the person on the other end of the line is overworked and underpaid.
   c. You may do your observation hours in any combination of teacher, school, public/private, grade level, etc. You just need 45 hours.
3. Email Prof. Leonard with:
   a. Name of school
   b. Address of school
   c. Phone number of school
   d. Name of contact person at school
   She will fill out the contract form and email it back to you for you to have signed.

Week 7:
1. Email Prof. Leonard if she hasn’t sent you your contract yet.
2. Start thinking about what you want to talk about in your presentation. Feel free to email Prof. Leonard to meet about possible topics. Remember that these must be related to math.

Week 12:
1. Email Prof. Leonard an abstract and title for your talk.
2. Prepare powerpoint for talk.
3. Practice your talk!! It should be 15-20 minutes in length.

Last 2-3 weeks of semester: Give your talk in the math senior seminar, Wed. 4:30-5:45.