Work-Based Learning Training Plan

On-Campus Teacher Aides

Student:
Supervisor:
Placement Area:

Below is a list of the activities/functions that on-campus teacher intern can perform. Please mark the check boxes that apply to which duties your intern will be performing.

- ☐ Create and maintain teacher websites
- ☐ Turn standard PowerPoints into interactive Nearpods
- ☐ Maintain teacher communication log
- ☐ Design alternative assessments
- ☐ Help struggling students
- ☐ Teach mini-lessons
- ☐ Turn previous quizzes into interactive study guides (Kahoot, Quizizz, GoFormative, etc.)
- ☐ Convert paper-based test into digital, automatically graded tests
- ☐ Check teacher's mailbox*
- ☐ Help teachers go paperless by creating and maintaining Edmodo/Schoology accounts
- ☐ Create electronic filing system
- ☐ Podcast/Record teacher lessons via Screencast for remediation
- ☐ Clean, organize teacher classroom
- ☐ Create a digital calendar
- ☐ Provide enrichment activities
- ☐ Pre-grade assignments
- ☐ Organize Web2.0 tools into a Symbaloo
- ☐ Find online video content via Youtube, Schooltube, or Teachertube that correlates with your standard

Please list any additional Duties, Tasks, or Responsibilities, your intern will be performing

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Below is a list of the activities that on-campus WBL interns are prohibited from doing

- No using cell phone while interning
- No eating
- No access to eSchool
- No lending WBL badge to friend
- No leaving school grounds
- No errands for teachers without a signed hall pass/WBL badge*

*These rules may vary at different schools

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Student Signature Date Employer Signature Date