

DURING INTERNSHIP

Refer to your Intern Agreement to make sure you are meeting all program requirements.

- 1. Notify Richland College ACT Program of teaching position secured. Provide copy of contract/letter of employment.
- 2. Provide Richland College ACT Program with a copy of your teaching schedule, including instruction time.
- 3. Attend all required Internship courses/modules.
- 4. Apply on-line for Probationary Certificate and provide copy for Richland College ACT Program.
- 5. Meet with your mentor and administrator to determine observation dates/visits.
- 6. Complete and submit all paperwork/documentation required.
- 7. Register for all required exams on time.
- 8. Notify Richland of any changes in name, address, email, telephone numbers.

If you receive special recognition, please notify Richland College