2019 Summer Programs
Teaching Intern Program

CHOATE ROSEMARY HALL is an independent, coeducational secondary school located in Wallingford, Connecticut. Choate serves intellectually curious and motivated students from diverse backgrounds. The 400+ acre campus is 12 miles north of Yale/New Haven, 27 miles south of Hartford, and a two-hour drive from Boston, Providence, or New York.

GOALS OF CHOATE SUMMER PROGRAMS

Choate Summer Programs provides approximately 600 students - middle and high schoolers from all corners of the United States and the world - with transformative and meaningful experiences that instill lifelong habits of learning, leadership, and service, shaped by innovative and passionate educators. Teaching faculty, both experienced teachers and teaching interns, at Choate Summer Programs are creative, collaborative, and committed to our students' intellectual, social, emotional, and character development. Our faculty understand that each of our students has the potential for growth and works to encourage students to develop their own ideas and voices in learner-centered environments.

THE TEACHING INTERN PROGRAM

The Teaching Intern Program is designed to recruit diverse, dedicated, and highly talented interns who help foster a learning environment conducive to challenging educational opportunities, personal growth, critical thinking, and problem solving. Through academic work, coaching, social and cultural activities, and residential life, the teaching interns experience the rewards of working with a vibrant community while inspiring open and eager young minds to think big, take risks, and believe in themselves. The TI program serves as an introduction to the teaching profession, especially in the private boarding school environment, and requires a great deal of commitment, initiative, and creativity while on the job. Although the teaching interns are expected to take responsibility for their own development, learning, and progress, they work closely with one or two experienced mentors who empower them to plan and manage their goals and successfully plot the direction of their professional path.

TEACHING INTERNS RESPONSIBILITIES

- Assist one or two different Mentor Teachers
- Help prepare class activities, assignments, quizzes, projects, and other aspects of the course such as grading, report writing, etc. under the direction of the mentor
- Teach at least two full period in each assigned course
- Coach in the afternoon and/or evening athletic programs two or four days per week
- Chaperone at least four students activity trips, which includes social and extracurricular events (on and off campus)
- Live in a dorm and serve as a house adviser for 8 to 10 advisees
- Observe 10 classes (other than their own) throughout the program
- Attend and participate in the Wednesday Teaching Intern Professional Development Workshops
- Attend Critical Friends Group Discussions
- Write Adviser Reports for advisees at the end of the students’ program
- Write and submit Self- and Program-Reflections/Evaluations at the end of the session before departing campus
- Additional duties as assigned
Responsibilities vary, depending on the abilities and interests of the interns and on Choate Summer Programs’ needs. Interns are asked to work collaboratively, collegially, and respectfully with their mentor(s). The emphasis placed on particular areas is worked out by the mentor and the intern and takes into account the intern’s ability, knowledge, and strengths. While this program is demanding and intellectually, emotionally, and physically challenging, it is a rewarding experience and interns must be willing and able to work seven days a week.

PROFESSIONAL DEVELOPMENT WORKSHOPS

To continually strengthen the teaching interns’ performances and expand their knowledge and skills throughout their time at Choate, the TI Program offers interns a series of five mandatory professional development workshops on Wednesdays*:

- **Workshop #1**: Exploring Roles, Responsibilities, and Resources to Promote Sustainability and Wellness
- **Workshop #2**: Fostering Inclusive Environments
- **Workshop #3**: Learner-Centered Classroom and Technology Integration
- **Workshop #4**: Shared Experiences & Lessons Learned
- **Workshop #5**: Hiring Challenges and Job Opportunities

By participating in these hands-on workshops lead by specialists in the field, the teaching interns engage in effective group discussions, exchange ideas, thoughts, and feedback, and focus on student’s needs to help them improve their learning experience and increase their overall achievement.

Informal professional development opportunities are also available to the teaching interns through assigned and independent readings, online discussions pre-and post-workshops, one-on-one conversation with the Coordinator of the TI Program, and Critical Friends group (twice during the program), etc.

(* Wednesdays are solely for Class Observation and Professional Development. Teaching Interns are not expected to be in their assigned classes.)

_Three interns are assigned administrative responsibilities_ – one in student activities, one in sustainability, and one in athletics – assisting the directors of these areas. Anyone interested in either of these positions should list it on their application.

RESIDENTIAL LIFE

All interns live in dormitory rooms in the midst of the students’ rooms and assist in supervising the dorms under the guidance of experienced house directors. Each intern serves as an adviser to a group of approximately 8 to 10 students. Despite the short period of the program (two to five weeks), a tremendous impact is made on most students in this non-classroom contact. To share the joys, frustrations, achievements, and failures, to counsel, and to discipline are often the richest and best-remembered experiences of the interns. The interns and head of houses share duty responsibilities, with each dorm staff team including faculty and administrative interns.

DAILY SCHEDULE

Following is a sample of a daily schedule; no two days are the same:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>7:00am</td>
<td>Wake up and breakfast</td>
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<tr>
<td>8:15am– 2:40pm</td>
<td>Class day (attend classes, observe classes, lunch)</td>
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<tr>
<td>3:15-5:15pm</td>
<td>Coaching sports</td>
</tr>
<tr>
<td>5:15</td>
<td>Dinner</td>
</tr>
</tbody>
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DATES FOR 2019 SUMMER PROGRAMS (personnel and students)

- **Tuesday, June 18, 2019**: Teaching Interns and New Faculty arrive.
- **Friday, June 21, 2019**: Opening Faculty Meeting.
- **Saturday, June 22, 2019**: International students using our airport shuttles begin to arrive.
- **Sunday, June 23, 2019**: REGISTRATION for 4-and 5-week programs, and Session I two week programs.
- **Monday, June 24, 2019**: First day of classes.
- **Friday, July 5, 2019**: Session I 2-week students depart.
- **Saturday, July 6, 2019**: International students using our airport shuttles begin to arrive for Session II.
- **Sunday, July 7, 2019**: REGISTRATION for Session II two week programs.
- **Friday, July 19, 2019**: Session II and 4-week students depart.
- **Friday, July 26, 2019**: 5-week students depart.
- **Friday, July 26 - Sunday, July 28, 2019**: Adviser Reports written and entered into our electronic system, Final Faculty meeting. Submit Self and Program Reflections.
- **Sunday, July 28, 2019**: Teaching Interns depart.

COMPENSATION

The salary is $3400. Room and board is provided.

APPLICATION DEADLINE AND PROCEDURES

Choate Summer Programs offer approximately 27 teaching intern positions each summer; the ability to teach in varied subject areas is beneficial and should be noted on the application.

Job offers are made on a rolling basis, beginning in January, 2019, as completed applications are received and candidates interviewed. Because there are a limited number of courses in each subject area or discipline, candidates should submit all application pieces as soon as possible. Although the application deadline is February 1, 2019, if you delay your application until later in the hiring season, it is likely many of the positions will be filled in your discipline.

An application will not be considered or reviewed until all materials, including transcripts and recommendations, have been received by Choate Summer Programs. The completed application consists of:

- The 2019 Teaching Intern Online Application Form, which will include a Personal Statement.
- A current, detailed resume outlining educational background, employment and community service experiences, academic accomplishments, and athletic interests. Your resume should include your home and college addresses and contact information (email address and cell phone number).
- An up-to-date official transcript. You may submit transcript copies or student-generated transcripts (online or paper versions) while waiting for official transcripts to be sent by your school(s). We require official transcripts of any and all schools attended – undergraduate, summer course work, transfer credits, abroad credits, and graduate school(s), if applicable.
- Two letters of recommendation, at least one of which must be from a college professor who can evaluate your academic work and who can assess your potential as a teacher. Recommendations may be sent via email to choatesummer@choate.edu (addressed to Ms. Eera Sharma, Director of Summer Programs). Recommendations from employers or clergy are welcome.

*Early applicants may be considered in the review process prior to the availability of Fall 2018 grades; transcripts must include any current fall “In Progress” course titles, with fall grades to be sent as soon as available.

To ensure all parts of the application have been received and completed, applicants may contact our office at (203) 697–2365 or choatesummer@choate.edu.
NOTES:

- Only completed applications are reviewed
- Applicants who are re-applying after previously being hired need to submit a cover letter detailing reasons for wanting to return, an updated resume, a current official transcript, and one new letter of recommendation.
- Applications are invited from undergraduates who, as a minimum, will have completed their third year by the upcoming summer, and from graduate students and recent college graduates.
- Applicants must be a US Citizen, permanent resident, or eligible to work without visa—we do NOT provide work visas. International students who are attending US colleges must contact their college DSO for requirements.

AFTER THE APPLICATION IS COMPLETED

Only completed applications will be reviewed. Selected candidates will be invited to campus to interview (phone/SKYPE interviews may be arranged as an alternate interview venue for those living abroad, or at a great distance from our campus). Contracts are issued (usually in February and March) to applicants selected for the position. Extensive background checks, including fingerprints, are part of the hiring process and positions are not officially secured until results of the background checks are to the satisfaction of Choate Rosemary Hall.

INTERVIEW DATES

On-campus interview dates are Saturday, January 26, 2019 and Saturday, February 9, 2019.

All application materials may be electronically submitted to choatesummer@choate.edu, or mailed to the following address:

Choate Rosemary Hall
Summer Programs – Teaching Internship
333 Christian Street
Wallingford, CT 06492
203-697-2365