

# You are a Salisbury University PDS Liaison...

## Beginning Each Semester

Work with site coordinator(s) to plan and implement an orientation for interns.

- o Invite administration, mentor teachers and internship supervisors to attend.
- o Share expectations and SU PDS documents found on the website:  
<http://www.salisbury.edu/pds>.

Encourage mentor/intern pairs to participate in the Mentor/Intern Forum.

## Throughout Each Semester

Ensure that interns are able to meet key staff members at your PDS site.

Work with site coordinator(s) to provide chances for interns to gather together during each experience.

Collaborate with site coordinator(s) to schedule opportunities for interns to visit other classrooms for specific purposes.

Arrange with site coordinator(s) to hold exit conferences for interns who are leaving the PDS site for their next experiences.

Collaborate with site coordinator(s) to hold orientations for any new interns placed at your site for second or third experiences.

## Ending Each Semester

Work with site coordinator(s) to hold an exit event for interns who are completing their internship experiences at the PDS site.

## Ending the School Year

Collaborate with site coordinator(s) to complete the PDS Site Assessment.

Meet with the PDS Coordinator to provide feedback regarding your site.

## Maintaining a Presence at Your PDS Site

Introduce yourself to teacher candidates via email when they are placed at your site.

Check in with Internship I interns, teacher candidates and mentor teachers in your building each time you visit.

Ensure that PDS information is shared through a bulletin board, the school's newsletter or website.

Work with site coordinator(s) and administration to establish and meet with a PDS Coordinating Council or become a member of your site's schte's sch

