

# You are a Salisbury University PDS Liaison...

## Beginning Each Semester

- ✓ Work with site coordinator(s) to plan and implement an orientation for interns.
  - Invite administration, mentor teachers and internship supervisors to attend.
  - 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 school improvement team.
- ✓ Share site needs regarding professional development and/or support for school improvement goals with SU.

## Maintaining a Presence at SU

- ✓ Attend Fall and Spring semester kick-off meetings for supervisors and liaisons.
- ✓ Participate in Fall and Spring RPDS Council meetings with your PDS team.
- ✓ Attend additional professional development opportunities if appropriate.
- ✓ Take part in the annual Regional PDS Celebration in May and encourage members of your site's PDS team to join you.

## Need Support in Your Role?

- ✓ Contact or visit the School Partnerships Coordinator at any time.
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