

## INTERN OF THE YEAR NOMINATIONS

### MEMO

**TO:** TACA Institutions

**FROM:** Nell Ingram [ningram@dallasisd.org](mailto:ningram@dallasisd.org)

**DATE:** October 1, 2007

**SUBJECT:** Intern of the Year Nominations

It is the tradition of our organization to select and honor one Intern of the Year in each of three categories: EC-4, 4-8, and 8-12. Nominations are submitted from TACA institutions, selection committees for the award categories meet during the Winter Retreat to review nomination packets, and the winners are announced at the close of the Winter Retreat. Those interns are then presented a plaque and monetary award at the CSOTTE conference the following fall.

Each program may nominate a current (2007-2008) or previous year's (2006-2007) intern in each of the three categories. For each intern nominated, the following items must be submitted to the "Intern of the Year" Selection Committee:

1. Letters of recommendation from the intern's principal, mentor, and ACP Director.
2. Each letter of support must be word-processed using a standard font and not more than two pages in length and include the following information about the intern:
  - a. Information related to classroom performance;
  - b. Contributions and participation on school or district committees;
  - c. Evidence of cooperative working relationships with parents, peers, and community;
  - d. Unique contributions to the school; and
  - e. Evidence of leadership responsibilities.
2. Intern's response, in essay form, to items b, c, d, and e above plus notation of any awards or recognitions received during internship and any professional growth efforts beyond required internship training.
3. A 10-minute video of the intern teaching in his/her classroom (Videos must be on a DVD).

Intern of the Year nomination packets must be submitted during the opening meeting of the TACA Winter Retreat in Corpus Christi, **January 28th, 2007**. Each nomination packet must contain three copies each of the letters of recommendation and essay and one copy of the video.

If you have any questions regarding this process, please give me a call, 972-925-6717. I look forward to seeing you at the TACA Retreat in Corpus Christi January 27-29, 2008.