

Marian College  
MAT Program  
Documentation of Interviews/Shadowing

Your instructors *may* require you to set up time to shadow and interview some of the following individuals: social worker/counselor; principal; special education teacher; Title I teacher, parent organization representative, or others. The purpose of each experience is to see how the specialist supports the children, parents, and/or teachers of the school.

Each instructor who requires an interview may determine course specific requirements for the interview, **or** may choose to use the guidelines below and the reflective journaling protocol on the following page. The mentors may need to help develop a schedule that prevents overload on the specialists.

The following guidelines may help streamline the interview process:

1. Each school should establish a common time for the specialist to visit with the interns at the school.
2. The interns should plan questions ahead of time for the interview. The interview should last no more than 30 minutes.
3. The mentors should assist the interns in establishing a half-day shadowing with a specialist if this experience is required by an MAT instructor.
4. Each intern should use the Reflective Journal Protocol to write about the interview and the observation, **or** follow other requirements set by course instructors.
5. Each instructor will determine how the reflection is evaluated in terms of course requirements. Reflections should be included in the program portfolio as evidence of understanding the role of specialists in the school.

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Protocol for Reflective Journaling

For your interviewing and shadowing of school specialists, please use the following protocol for writing your reflection on the experiences. There are four distinct sections to the reflection.

1. Observation and description: Describe what you hear and see during the interview and the shadowing. Emphasize descriptive features, even quoting the specialist if needed to help show your experience more clearly.
2. Connections to course content: Explain what connections you make to course content. The most obvious connections might be with child development, diversity, and second language issues, but any course content can be referenced.
3. Personal values: Explain your personal connections to the interview and shadowing. This section provides your own reaction and insight in regards to your personal values. You may use the Franciscan values as prompts for discussion.
4. Implications for teaching and learning: This section provides you the opportunity to explain your observations in terms of teaching and schooling issues, collaboration issues, planning issues, assessment issues, student behavior issues, teacher behavior issues, management issues, the physical environment, or interpersonal relationships.

***Course instructors may modify interview and shadowing requirements as necessary for their courses. You must always follow your instructor's requirements and guidelines. Please contact individual course instructors for specific requirements.***