

SPRING SEMESTER 2018: Secondary, Elementary, Pk-12 (5 year programs)

| Week | Tentative Dates | Goals | Intern | MT | US |
|------|-------------------------------|--|---|----|--|
| 1 | Jan 14 - 18 | Review curriculum/pacing guides, classroom materials, and school/ school division policies. Assume responsibility for some daily routines. | Meet to discuss expectations and procedures for the spring full-time internship. If the US has multiple interns in one school, this may all be done together. | | |
| 2 | Jan 21 - 25 | Assume responsibility for most daily routines. Observe MT teaching, assist in all class periods, and team-teach or introduce one lesson each day. | | | |
| 3 | Jan 28 – Feb 1 | Be responsible for all daily routines. Assume responsibility for planning and teaching 50% of your teacher’s instructional schedule. | | | Observation #1 by end of week |
| 4 | Feb 4 – 8 | Start doing more long term planning to see the larger picture. Assume responsibility for planning and teaching 75% of your mentor teacher’s instructional day. Become involved with grade-level or team planning, if applicable. | | | |
| 5 | Feb 11 – 15 | | | | Observation #2 by end of week |
| 6 | Feb 18 – 22 | Assume responsibility for planning and teaching 100% of your mentor teacher’s instructional day. Be responsible for all daily routines and housekeeping. | Mid-placement Evaluation & Professional Competencies by Feb. 22 (Intern and MT submit online) | | |
| 7 | Feb 25 – Mar 1 | | All – Meet to discuss Mid-placement Evaluation and PCs. US submits by March 1 . | | |
| 8 | Mar 4 – 8 | | | | Observations #3 and #4 must take place between weeks 8 and 12. |
| 9 | Mar 11 – 15 | | | | |
| 10 | Mar 18 – 22 | | | | |
| 11 | Mar 25 – 29 | | | | |
| 12 | Apr 1 – 5 | Begin to return part of the instructional day to your mentor teacher. Assume responsibility for planning and teaching 75% of your mentor teacher’s instructional day. | | | |
| 13 | Apr 8 – 12 | Transition out of the internship by returning some of the responsibilities to the MT. Continue to assist the MT and work with the students. | Final Evaluation & Professional Competencies by April 12 (Intern and MT submit online) | | |
| 14 | Apr 15 – 19 or Apr 22 – 26 | Prepare the students for your departure. Return all materials to the MT and school. Express your appreciation to the faculty, staff, and administration. | All – Meet to discuss Final Evaluation and PCs. US submits by April 26 . | | |

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Spring Break Schedule:

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| <ul style="list-style-type: none"> • Spotsylvania County, Fredericksburg City: April 22 – 26 <ul style="list-style-type: none"> ○ Intern's last day: April 19 • Stafford County, Prince William County: April 15 – 19 <ul style="list-style-type: none"> ○ Intern's last day: April 26 • King George County: April 15 – 19, 22 <ul style="list-style-type: none"> ○ Intern's last day: April 26 | <ul style="list-style-type: none"> • Chesterfield County, Albemarle County, Richmond City: April 1 – 5 <ul style="list-style-type: none"> ○ Intern's last day: April 26 ○ Adjust calendar accordingly |
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REMINDERS:

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| <p>If you are ill and cannot attend school, <u>you must call your MT first and then call your US.</u> You must make arrangements to get your lesson plans to school if you cannot be there.</p> | <p>When you begin teaching full time with your MT, you should start writing full lesson plans and <u>submit to MT and US by at least the Thursday prior to the lesson.</u></p> |
| <p>Maintain a weekly electronic time sheet of your hours and activities in the school. It will be submitted to COE at the end of the semester.</p> | <p>Submit goals each week to your US and MT. <u>Consult with your MT and US on your goals.</u> Write tasks to help achieve your goals and record the progress you have made. Make your goals and evidence specific.</p> |
| <p>Maintain a physical or electronic binder for the MT and US.</p> | <p>If you miss due to inclement weather, you will need to make up that time. Check with your MT to arrange this.</p> |