

SPRING SEMESTER 2019: Special Education (General and Adapted Curriculum)

Week	Dates	Calendar	Formal Observation	Tasks
1	Jan 14 – 18 Placement #1	Orientation to the classroom Assist teacher as appropriate (daily routines, teaching part of a lesson, working with students) Observe MT teaching, assisting in all class periods, and team-teach or introduce one lesson each day		
2	Jan 21 - 25	Responsibility for teaching at least one block. Continue to assist with daily routines.	#1 by the end of week 2	
3	Jan 28 – Feb 1	Be responsible for all aspects of the planning/teaching/assessment process for at least 75% of responsible teaching time for at least 3 consecutive weeks.		Mid-placement Evaluation completed by Intern and Mentor Teacher by Feb. 1
4	Feb 4 – 8			Mid-placement Conference by Feb. 8
5	Feb 11 – 15			Video and Video Self-Assessment by Feb. 22
6	Feb 18 – 22			
7	Feb 25 – Mar 1			Begin returning responsibilities to the mentor teacher while continuing to assist and work with students.
1	Mar 4 – 8 Placement #2	Orientation to the classroom Assist teacher as appropriate (daily routines, teaching part of a lesson, working with students) Observe MT teaching, assisting in all class periods, and team-teach or introduce one lesson each day		
2	Mar 11 – 15	Responsibility for teaching at least one block Continue to assist with daily routines.	#3 by the end of week 2	
3	Mar 18 - 22	Be responsible for all aspects of the planning/teaching/assessment process for at least 75% of responsible teaching time for at least 3 consecutive weeks		Mid-placement Evaluation completed by Intern and Mentor Teacher by March 22
4	Mar 25 - 29			Mid-placement Conference by March 29
5	Apr 1 - 5			#4 by the end of week 6

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6	Apr 8 - 12			First Submission of Impact Study due by April 12.
7	Apr 15 – 19 Or Apr 22 - 26	Begin returning responsibilities to the mentor teacher while continuing to assist and work with students.	Transition Final Assessment	Final Evaluation and meeting completed by Intern, MT, and US before April 26

Notes –

- The Impact Study will be completed during one of the placements. **The final submission deadline is by Monday, April 29.**
- The observation schedule is a guideline. Observation dates per this schedule may need to be adjusted per school closings related to weather and/or based on student intern needs for observations.
- One of the first 2 observations should be video recorded. Schedule this with your US. Watch the video and complete a self-assessment PRIOR to reviewing the video with your US. This should be completed by week 6.

Spring Breaks:

- Spotsylvania County, Fredericksburg City: April 22 – 26
 - Intern Last Day: April 19
- Stafford County, Prince William County: April 15 – 19
 - Intern Last Day: April 26

February 1, 2019 - All Interns report to Stafford Campus for a MANDATORY Professional Development Day

Reminders:

If you are ill and cannot attend school, <u>you must call your MT first and then contact your US prior to the beginning of the school day.</u> You must make arrangements to get your lesson plans to school if you cannot be there.	You will complete three self-assessments during your full time student intern experience: a mid-placement self-evaluation, a final self-evaluation and a videotaped self-evaluation. You be required to review these self-assessments with your MT and US.
Write out complete lesson plans and <u>have them approved by the MT well in advance of the lesson.</u>	Maintain a weekly time sheet of your hours and activities in the school. This time will be submitted to the COE at the end of the semester.
Submit 2 -3 goals each week to your US and MT. <u>Consult with your MT and US on your goals.</u>	Maintain a folder/binder for your MT and US. This may be electronic or in hard copy at the discretion of your US.
Any intern who misses more than one full day of clinical experience due to illness or other unforeseen emergencies must make up the time missed.	Attend all faculty meetings, back to school/conference nights, and professional development days. (with MT's permission)