

SPRING SEMESTER 2019: Post Bacc - Secondary

Week	Dates	Calendar	Formal Observation	Tasks
1	Jan 14 – 18	Get acquainted with the students and the routines in the classrooms Review curriculum/pacing guides, classroom materials, and school/school division policies. Assume responsibilities for some daily routines (e.g., bus duty, attendance, lunch count, money collection, homework collection, etc.) Observe MT teaching and assist in all class periods		
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	#1 by the end of week 3	
3	Jan 28 – Feb 1	Continue to be responsible for daily routines.		
4	Feb 4 - 8	Assume responsibility for planning and teaching the equivalent of ½ day.		Video and Self-Assessment due by February 15
5	Feb 11 - 15	Start doing more long-term planning to see the larger picture. These should be in addition to the longer lesson plans. Continue to be responsible for daily routines.	#2 by the end of week 6	
6	Feb 18 - 22	Assume responsibility for planning and teaching 75% of your mentor teacher's instructional day or the subjects/blocks specified by the MT. Become involved with grade-level or team planning, if applicable.		
7	Feb 25 – Mar 1	Continue to be responsible for daily routines	#3 by the end of week 9	Midterm Conference
8	Mar 4 - 8			
9	Mar 11 - 15	Assume responsibility for planning and teaching the subjects/blocks/periods specified by the MT.		
10	Mar 18 - 22			
11	Mar 25 - 29	Invite an administrator to observe and evaluate your teaching.	#4 by the end of week 12	
12	Apr 1 - 5			
13	Apr 8 - 12	Transition – will vary according to the individual Intern's experience. Slowly begin to return responsibility to the mentor teacher.		Final Evaluation completed by Intern and Mentor Teacher before April 26

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14	Apr 15 – 19 Or Apr 22 - 26			MT, US, and Intern must have a final conference this week.
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Final Impact Submission due by Monday, April 29 (The first day of exams)

****Please note:** If there is sustained poor weather with the assigned school not in session, adjust the due dates appropriately**

****Each time an evaluation is completed, the Professional Competencies should also be completed****

Spring Breaks:

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

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.	Attend all faculty meetings, back to school/conference nights, and professional development days. (with MT's permission)
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 1 - 2 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.	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.