

FALL SEMESTER 2019: Five Year M.Ed. Secondary and PreK – 12

District: Richmond City

UMW Classes Start: Monday, August 26

Week	Tentative Dates	Required hours	Goals	Intern	MT	US
1 (Work Week)	Aug 21 – Aug 30		Plan with your MT to spend as much time helping set up the classroom and attending school meetings. Work with your MT to determine best times. You will attend UMW classes starting Aug. 26	Meet to discuss expectations and procedures for the fall part-time internship. If the US has multiple interns in one school, this may all be done together.		
2 - 3 (First and Second Week of School)	Sept. 5 – Sept. 15	26	You will attend UMW classes during these weeks. Assist teacher as appropriate (daily routines, teaching part of a lesson, working with students).			
4 (1 st Full Week in Schools)	Sept 16 – 20	32.5 10 hours teaching	Try to teach the mini-unit for the Impact Study.			
5 (2 nd Full Week in Schools)	Sept 23 – 27	32.5 20 hours teaching	If you have not started (or finished) teaching your mini-unit for your Impact Study, try to do so this week.	Complete the Mid-placement Evaluation (professional competencies)	Complete the Mid-placement Evaluation (professional competencies)	Complete Observation #1 and the Mid-Placement Evaluation (PCs)
				MT and Interns should discuss Professional Competencies by 9/27 (or the beginning of the next week). The Intern will set new Goals based on MT and US Professional Competencies. Interns should share Professional Competencies and Goals with their US & MT		
6 (3 rd Full Week in Schools)	Sept 30 – Oct 4	32.5 20 hours teaching	Try to co-plan and teach as much as possible.	Video record one lesson and complete the Video Self-Assessment.		Complete Video Observation Form for the video lesson.
				All – Discuss Video Self-Assessment		

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7 (4 th and Last Full Week in Schools)	Oct 7 – Oct 11	32.5 10 hours teaching **could be completed during optional week earlier**	Try to co-plan and teach as much as possible. Interns should work with MT and US to formulate goals for next semester.	Complete the Final Evaluation	Complete the Final Evaluation	Complete Observation #2 and the Final Evaluation.
				All – Plan a time for a final conference to discuss progress and identify areas that need improvement as recorded on the Final Evaluation by October 18 . Students who do not meet performance requirements may be required to spend additional time in the classroom.		
8 – End of Semester (UMW Classes Full time)	Oct 14 – Dec 6		You will spend the rest of the semester completing UMW courses. You are encouraged to still attend your placement to continue to build relationships.	Impact Study due date will be set by US no later than November 15 .		

MANDATORY Professional Development Day - Friday, November 1, 2019 at Stafford Campus.

REMINDERS:

If you are ill and cannot attend school, <u>you must call you MT first and then call your US</u> . You must make arrangements to get your lesson plans to school if you cannot be there. You must also report your absence to the Director of Clinical Experiences using the Absence Report Form.	When you begin teaching full time with your MT, you should start writing full lesson plans and <u>have them approved by the MT well in advance of the lessons</u> .
Maintain a weekly electronic time sheet of your hours and activities in the school. It will be submitted to COE when you apply for licensure.	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.
Maintain a physical or electronic binder for the MT and US.	If you miss due to inclement weather, you will need to make up that time. Check with your MT to arrange this.