

FALL SEMESTER 2019: 5-year M.S. in Elementary

District: Richmond City

UMW Classes Start: Monday, August 26, 2019

Week	Tentative Dates	Goals
1 Teacher Work Week	Aug 21 – 30	You will have UMW classes starting August 26. Talk with your two teachers who will serve as your MT's and arrange a schedule that will allow you time in BOTH classrooms.
2 (First Week of School)	Sept 2 – 6	You will have UMW classes this week. Work out a schedule that allows you some time in both the fall and spring classrooms. You may wish to spend more than the typical 15 hours during this week to see how your teachers begin the school year.
3	Sept 2 – 6	Assist teacher as appropriate (daily routines, teaching part of a lesson, working with students). Work on creating meaningful relationship with your students.
4	Sept 9 – 13	Continue studying classroom materials – guides, books, other resources
5	Sept 23 – 27	Continue to be responsible for daily routines. Visit your spring internship classroom when possible and talk with your spring MT about your plans/ideas for your research.
6	Sept 30 – Oct 4	MT and student MUST discuss Mid-placement Evaluations by October 18. The Intern will set goals based on MT & US mid-placements evaluations. Interns should share self-evaluation and goals with their US & MT.
7	Oct 7 – 11	Assume more responsibility for instruction, taking over one or two subject areas to teach yourself. Refine your plans for your research with input from you spring MT. Observe other teachers.
8	Oct 14 – 18	
9 NO UMW CLASSES. Interns must be in placements every day this week.	Oct 21 – 25	Video record one lesson and reflect on the review of the video recording and complete a reflection which will be shared with your MT. (US will also observe this lesson either in person or via video recording) Due by October 25, 2019.
10	Oct 28 - Nov 1	Continue to assist the MT in all of the responsibilities of a classroom teacher and reflect on these responsibilities.
11	Nov 4 - 8	Phase out your instruction and prepare the students for your leaving. All final evaluations must be completed by November 15. (MS & US). Fall MS, US, and Intern MUST plan a time for a final conference to discuss progress and identify areas that need improvement as recorded on the Final Evaluation. The

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		intern will share his/her self-evaluation at that time. Interns should work with MT and US to formulate goals for their next placement.
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Internship in Spring Placement Classroom

Week	Tentative Dates	Goals
12	Nov 11 - 15	Observe and learn about the class and classroom. Discuss your plans for your research project with your MT. Make modifications if necessary. First Submission of Impact Study due to US no later than November 15.
13	Nov 18 - 22	
14	Nov 25 -26 (Thanksgiving Break Nov 27 - 29)	
Last Week in Schools	Dec 2 - 6	Get final approval for your research project from your MT. Set up dates for implementation. Final Submission of Impact Study due to US no later than December 6.

Spring MT and intern MUST plan a time for a conference to discuss progress that has been made during the fall internship and identify areas that need improvement. Interns should refine goals for the spring semester if necessary.

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

Make sure you are doing the following:

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 co-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 two to three goals each week to your US and MT. <u>Consult with your MT and US on your goals.</u>
Maintain a physical or electronic binder or folder 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.