

## FALL SEMESTER 2018: Fulltime Internship – Secondary and Pk-12 (1 placement)

Week	Dates	Calendar	Formal Observation	Tasks
1	Aug 26 – 30	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, assist in all class periods, and team-teach or introduce one lesson each day.		
2	Sept 2 - 6	Assist with all daily routines. Assume responsibility for planning and teaching one class.	1	
3	Sept 9 – 13	Continue to be responsible for daily routines.		
4	Sept 16 – 20	Assume responsibility for planning and teaching the equivalent of ½ day.		Video and Self-Assessment due by <b>Sept 27</b>
5	Sept 23 – 27	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	
6	Sept 30 – Oct 4	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	Oct 7 – 11	Continue to be responsible for daily routines  Assume responsibility for planning and teaching the subjects/blocks/periods specified by the MT.	3	<b>Mid-placement Evaluation completed and Conference by Oct. 11</b>
8	Oct 14 – 18			
9	Oct 21 – 25	Invite an administrator to observe and evaluate your teaching.	4	
10	Oct 28 – Nov 1			
11	Nov 4 – 8			
12	Nov 11 – 15		5	First Submission Impact Study due by <b>Nov. 15</b>
13	Nov 18 – 22			

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13	Nov 25 – 29 (Thanksgiving Break)	Transition – will vary according to the individual Intern’s experience. Slowly begin to return responsibility to the mentor teacher.		
14	Dec 3 – 7			<b>Final Evaluation Conference by December 6</b>

**Friday, November 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.	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.