

SPRING SEMESTER 2020: Post-Bacc Elementary, PreK-12, and SPED

Week	Dates	Calendar	Formal Observation	Tasks
1	Jan 13 – 17 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		Video and Video Self-Assessment by Feb. 21
2	Jan 20 – 24	Responsibility for teaching at least one block. Continue to assist with daily routines.	#1 by the end of week 2	
3	Jan 27 – 31	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.		
4	Feb 3 – 7			
5	Feb 10 – 14			
6	Feb 17 – 21			
7	Feb 24 - 28	Begin returning responsibilities to the mentor teacher while continuing to assist and work with students.	Transition	Mid-placement Evaluation completed by Intern and Mentor Teacher by Feb.21 Midterm Conference by Feb. 28
1	Mar 2 – 7 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		First Submission of Impact Study due by April 10.
2	Mar 9 – 13	Responsibility for teaching at least one block Continue to assist with daily routines.	# 3 by the end of the week 2	
3	Mar 16 – 20	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		
4	Mar 23 – 27			
5	Mar 30 – Apr 3			
6	Apr 6 – 10			
7	Apr 13 – 17	Begin returning responsibilities to the mentor teacher while continuing to assist and work with students.		
8	Apr 20 – 24		Transition	Final Evaluation and meeting

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			Final Assessment	completed by Intern, MT, and US before April 24
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Final Impact Submission due by Monday, April 27 (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, Stafford County : March 16 – 20
- Richmond City, Prince William County: April 6 – 10
- King George: April 13 – 17

January 31, 2020 - 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 must report your absence to the Director of Clinical Experiences using the Absence Report Form on the COE website.	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)