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

Notes –

* The Impact Study will be completed during one of the placements. **The final submission deadline is by Monday, April 27.**
* The observation schedule is a guideline. Observation dates per this schedule may need to be adjusted per school closings related to weather and/or based on student intern needs for observations.
* One of the first 2 observations should be video recorded. Schedule this with your US. Watch the video and complete a self-assessment PRIOR to reviewing the video with your US. This should be completed by week 6.

**Spring Breaks:**

* Spotsylvania County, Fredericksburg City, Stafford County : March 16 – 20
* Richmond City, Prince William County: April 6 – 10

**January 31, 2020 - All Interns report to Stafford Campus for a MANDATORY Professional Development Day**

**Reminders:**

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| If you are ill and cannot attend school, you must call your MT first and then contact your US prior to the beginning of the school day. 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 have them approved by the MT well in advance of the lesson. | 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. Consult with your MT and US on your goals. | 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) |