



TEACHING INTERNSHIP SEMESTER TIMELINE
TEACHER INTERNS – Spring 2017

Weekly Plans	
<ul style="list-style-type: none"> Teacher interns must <u>submit paper copies of all weekly plans to assigned classroom mentor teacher (CMT) each week</u>. CMTs should review all weekly plans prior to implementation and provide feedback to the teacher intern. Weekly plans will also be submitted in Taskstream each week for University Supervisors (US) to evaluate and/or provide feedback. All interns should begin teaching something <u>week two</u>. Create and submit plans for each lesson you will teach. Submit all plans for following week each Friday. Paper copies of ALL weekly plans should be kept in a 3-ring binder throughout the Teaching Internship. Binders should be accessible to the University Supervisor during each TIAI evaluation visit. Refer to your Weekly Plan Focus Topics when developing plans. Communicate with your CMT and US about these topics each week. All assignments are MANDATORY, not optional. Regardless of how many points interns have in Taskstream, ALL interns must complete ALL assignments. 	
January 4-6	<ul style="list-style-type: none"> All teacher interns must submit a copy of introduction letter to University Supervisor by January 4th. January 5: Starkville Teaching Internship Orientation for local students. Distance interns <u>are invited and encouraged to attend if possible</u> but not required to attend face to face Orientation at MSU. Distance interns who do not attend the face to face Orientation will complete Orientation online through Blackboard Learn. January 6: Interns placed locally will attend Classroom Management/Seminar. All distance students will complete the classroom management/seminar online. Teaching Internship Orientation for Meridian students will be held on the Meridian campus starting at 10:00 a.m. in room 008.
January 9	First Day in Schools – Report by 7:15 A.M. to assigned school.
REMINDER: Ask CMT to schedule Observations I & II – assignments due January 27. Ask CMT for help locating at least one ELL in the school or district for Observation III (due March 2).	
REMINDER for Special Education, Music, and P.E.: Read the directions for the Impact on Student Learning Assignment due April 19th. If your second placement is less structured than your first placement, it may be difficult for you to implement everything that is necessary to complete this assignment. If this is the case, you should complete all the components of this assignment while in your first placement so you will have everything you need to prepare assignment for submission during the second placement.	
January 9-13	<ul style="list-style-type: none"> Send home letter of introduction to all students. <u>Permission Forms</u>: If in a self-contained classroom, attach the parent/guardian permission form to introduction letter. If in a departmentalized classroom, choose one class to use for assignments requiring parental permission, and attach permission forms to those introduction letters only.
REMINDER: Read instructions for Family Involvement Assignment due April 13th. You will not submit this assignment until 2nd placement, but you can begin completing your documentation log and planning ways to involve families. Family involvement activities from either placement can be included.	
REMINDER: Begin documentation for Differentiated Instruction Assignment due February 28th. This assignment requires that you document differentiation instruction strategies that you plan and implement to meet the needs of students.	
January 19	Complete the Dispositions Self-Assessment in Taskstream.
January 23-February 2	CMT and US schedule and complete Formative Assessments .

REMINDER: Plan a time to record yourself teaching for the Video Reflection Assignment due February 15th.	
January 27	Observation Assignments I & II are due. ALL teacher interns must submit observation assignments in Taskstream by this date. US will evaluate using rubric. Ask CMT to make arrangements for you to go observe two other <u>effective classroom teachers</u> in any content area. Observations should be approximately one hour.
February 2	Interns should be able to view Formative Assessments entered in Taskstream by CMT and University Supervisor.
February 3	MANDATORY AMIE DEAN WORKSHOP FOR ALL LOCAL AND MERIDIAN INTERNS BOST NORTH AUDITORIUM 8:00-4:00
February 13-24	CMT and US schedule and complete Summative Assessments .
REMINDER: Consult with your CMT to schedule a time to observe a classroom with an ELL for Observation III due March 2. If there are no ELLs in your school/district, see assignment for further instructions.	
February 15	Video Self-Reflection Assignment is due. ALL teacher interns must submit assignment in Taskstream by this date. Follow guidelines closely for this assignment. US will evaluate using rubric in Taskstream.
February 28	Differentiated Instruction Assignment is due. ALL teacher interns must submit this assignment in Taskstream by this date. US will evaluate using rubric.
March 1	Interns should be able to view all assessments in Taskstream. Contact University Supervisor if unable to view assessments.
March 2	Observation III Assignment due. All teacher interns must submit this assignment in Taskstream by this date. US will evaluate using rubric.
March 3	Last day of first placement Interns with one 16-week placement continue with no break/change in placement. The end of the first placement does not affect your assumption of responsibilities in the classroom – carry on as if nothing has changed.
March 6	2nd Teaching Internship course/placement begins – Interns with two placement assignments will begin second placement.
March 6-10	For interns with a new second placement only : <ul style="list-style-type: none"> • Send home your letter of introduction with all students. • Follow previous directions for parental consent forms.
REMINDER: Consult with CMT to decide on a unit/topic for you to teach while completing the Impact on Learning Assignment due April 19th. A pre-test must be given to students <u>prior to writing your plans</u> for the unit/topic of study. This assignment usually takes up to two weeks to collect the data required for the analytical paper which is usually 10-20 pages long.	
March 24	Meridian Education Interview Day This is mandatory for all interns in a Mississippi placement, but interns may choose to attend on the Starkville campus or Meridian campus, whichever is closer. (See April 4 for Starkville)
March 27-April 7	CMT and US schedule and complete Formative Assessments .
April 4	Starkville Education Interview Day This is mandatory for all interns in a Mississippi placement, but interns may choose to attend on the Starkville campus or Meridian campus, whichever is closer. (See March 24 for Meridian)
April 7	Interns should be able to view Formative Assessments entered in Taskstream.
April 13	Family Involvement Assignment due. ALL teacher interns must submit this assignment in Taskstream. US will evaluate using rubrics in Taskstream.
April 17-28	CMT and US schedule and complete Summative Assessments .

