

TEACHING INTERNSHIP SEMESTER TIMELINE TEACHER INTERNS – Spring 2017

Weekly Plans		
• Teacher interns must <u>submit paper copies of all weekly plans to assigned classroom mentor teacher</u> (CMT) each week. CMTs should review all weekly plans prior to implementation and provide feedback to the teacher intern		
 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 week two. 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. 		
	Veekly Plan Focus Topics when developing plans. Communicate with your CMT and US about	
All assignment	nts are MANDATORY, not optional. Regardless of how many points interns have in ALL interns must complete ALL assignments.	
	 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 are invited and encouraged to attend if possible but not required to attend face to face Orientation at MSU. Distance interns who do not attend the face to face Orientation will 	
January 4-6	 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 19 th . 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	 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. 	
assignment until	d instructions for Family Involvement Assignment due April 13 th . You will not submit this 2 nd placement, but you can begin completing your documentation log and planning ways to Family involvement activities from either placement can be included.	
REMINDER: Begin documentation for Differentiated Instruction Assignment due February 28 th . 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.	

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 tog observe two other effective classroom teacher 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 CMANDATORY AMIE DEAN WORKSHOP February 13- 24 CONSUL with your CMT to schedule a time to observe a classroom with an ELL for Observat III due March 2. If there are no ELLs in your school/district, see assignment for further instruction 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 usin 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 unable to view assessments. March 2 Observation III Assignment due, All teacher interns must submit this assignment. The end of the first placement The end of the first placement March 6 2nd Teaching Internship course/placement only: • Send home your letter of introduction with all students. • Follow previous directions for parental consent forms. REMINDER: Consult with CWT to decide on a unit/topic for you to teach white com	5 th .
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Starkville Education Interview Day	
April 4 This is mandatory for all interns in a Mississippi placement, but interns may choose to	
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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 .	
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April 19	Impact on Student Learning Assignment is due.ALL teacher interns must submit thisassignment in Taskstream by this date. US will evaluate this assignment using the rubric inTaskstream.This is a very important assignment. Your US and CMT should help you chose a theme/unit ofstudy that can be taught in 1-2 weeks. A pre- and posttest must be given.
April 28	 Interns should be able to view all assessments in Taskstream. Contact University Supervisor if unable to view assessments. Teacher interns complete disposition self-assessment, exit surveys, end-of-placement evaluations, and other necessary forms in Taskstream. These evaluations/surveys are required, not optional. Wrap Up Day will be held on the MSU Meridian Campus. This is mandatory for all Meridian interns.
May 3	Last day teacher interns are in the schools. Interns plan and teach until last day of placement . Interns do not "taper off" or give classes back to mentor teachers prior to last day in placement.
May 4	 Wrap Up Day will be held on the MSU Starkville Campus. This is mandatory for ALL campus 1 (local) students. Distance interns are invited to attend but not required to. Distance Students will complete Wrap Up Day through Blackboard Learn.

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