



TEACHING INTERNSHIP SEMESTER TIMELINE FOR TEACHER INTERNS SPRING 2014

Weekly Plans	
<ul style="list-style-type: none"> Teacher interns must submit paper copies of all weekly plans to assigned classroom mentor teacher (CMT) each week. 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 8 - 9, 10	<ul style="list-style-type: none"> All teacher interns must submit a copy of introduction letter to University Supervisor by Jan. 8th. Jan. 8th - 9th: 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 Students who do not attend the face to face Orientation will complete Orientation online through Blackboard Learn. Jan. 10th: Interns placed locally will attend Classroom Management/Seminar. All distance students will complete the classroom management/seminar online.
January 13	First Day in Schools - Report by 7:15 A.M. to assigned school.
January 14 - 17	<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.
January 27 - February 7	CMT and US schedule and complete Formative Assessments .
January 31	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 7	Interns should be able to view Formative Assessments entered in TaskStream by CMT and University Supervisor.
February 24 - March 5	CMT and US schedule and complete Summative Assessments .
February 26	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.
March 4	Differentiated Instruction Assignment is due. ALL teacher interns must submit this assignment in TaskStream by this date. US will evaluate using rubric.
March 5	Interns should be able to view all assessments in TaskStream. Contact University Supervisor if unable to view assessments.
March 7	<ul style="list-style-type: none"> Last day of first placement. Interns with one 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 17	2nd Teaching Internship course/placement begins - Interns with two placement assignments will begin second placement.
March 17 - 21	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.
March 31 - April 11	CMT and US schedule and complete Formative Assessments .
April 1	Education Interview Day on the MSU campus. This is mandatory for all MSU campus 1 (local) students and optional for MSU campus 5 (distance) students. Distance students are encouraged to attend. This is not counted as an absence. <u>Distance students who do not attend must attend school on this day. It is only an excused absence for interns attending Education Interview Day.</u>
April 11	Interns should be able to view Formative Assessments entered in TaskStream.
April 17	Family Involvement Assignment Due. ALL teacher interns must submit this assignment in TaskStream. US will evaluate using rubrics in TaskStream.
April 23 - May 7	CMT and US schedule and complete Summative Assessments .
April 30	Impact on Student Learning Assignment is due. ALL teacher interns must submit this assignment in TaskStream by this date. US will evaluate this assignment using the rubric in TaskStream. This is a very important assignment. Your US and CMT should help you chose a theme/unit of study that can be taught in 1-2 weeks. A pre- and posttest must be given.
May 7	<ul style="list-style-type: none"> • Interns should be able to view all assessments in TaskStream. Contact University Supervisor if unable to view assessments. • Teacher interns complete exit surveys, end-of-placement evaluations and other necessary forms in TaskStream. Teacher interns will receive notification of evaluations/surveys through TaskStream email. These evaluations/surveys are required, not optional.
May 14	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 15	Wrap Up Day will be held on the MSU Campus. This is mandatory for ALL teacher 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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