

**Visitation Schedule & Required Documents for Internship
(K-12 Kinesiology)**

Event	Outcome	Forms Completed	Approx. Date
	Set up calendar / Discuss goals (Mentor)	None	Week 1
First observation By Mentor	Complete Lesson Observation Form (Mentor)	Lesson Observation Form - Original kept by mentor - Copy to student	Week 2
Supervisor Visit #1	Complete Lesson Observation Form Supervisor – 1 st visit, Mentor other week)	Lesson Observation Form - Original kept by supervisor or mentor - Copy to student	Weeks 3-4
Coordinator Visit #1	Complete Lesson Observation Mentor continues weekly observation throughout the half-semester	Lesson Observation - Original kept by coordinator or mentor - Copy to student	Weeks 5-6
Supervisor Visit #2	Complete Lesson Observation (Mentor observations continue)	Lesson Observation - Original kept by supervisor or mentor - Copy to student	Weeks 7-8
Midterm/Final conference with Supervisor and/or Mentor	Conference on Midterm Collect Mentor's and Intern's evaluation forms Get signatures on Teacher Intern Midterm & Final Report *After meeting with the mentor and intern, and reviewing the mentor and intern evaluation forms, supervisors will complete their own evaluation	Teacher Candidate Evaluation Forms Midterm Report – first 8 weeks - Originals to supervisor - Copy to student	Week 8

Repeat above steps for 2nd placement

Final Intern Visit with Coordinator Final Forms	Final Intern Conference with Coordinator	Teacher Candidate Evaluation Forms (Final Report) - Original kept by coordinator - Copy to student Please put the following original forms IN THIS ORDER and turn in to the program coordinator (candidates should make copies for themselves): <input type="checkbox"/> Midterm/Final Signature Page <input type="checkbox"/> Midterm and Final Evaluations (Supervisor, Mentor, & Candidate) Check that all signatures are on the last page. There should be a total of 6 Evaluation Forms (midterm and final evaluations). You do not have to collect or turn in any lesson observations. <input type="checkbox"/> Professional Disposition Forms <input type="checkbox"/> Field Experience Tracking Form <input type="checkbox"/> Time Log	Week 16
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**** IMPORTANT** ALL signatures and dates MUST be on the forms before they are turned in**