

Visitation Schedule & Required Documents for Internship

Event	Outcome	Forms Completed	Approx. Date
Visit 1: Initial overview/visitation	Set up calendar Discuss goals and review growth plan	None	Weeks 1-2
Visit 2: First observation	Complete Lesson Observation Form Review/Discuss: Growth Plan, Lesson Plans, and Portfolio	Lesson Observation Form - Original to supervisor - Copy to student	Weeks 3-4
Visit 3: Second observation	Complete Lesson Observation Form Review/Discuss: Growth Plan, Lesson Plans, and Portfolio	Lesson Observation Form - Original to supervisor - Copy to student	Weeks 8-9
Visit 4: Midterm conference	Conference on midterm Collect Mentor and Intern's midterm 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 a summative midterm evaluation.	Teacher Candidate Evaluation Form (Midterm Report) - Original to supervisor - Copy to student	Weeks 10-11
Visit 5: Third observation	Complete Lesson Observation Form Review/Discuss: Growth Plan, Lesson Plans, and Portfolio Review progress on four units	Lesson Observation - Original to supervisor - Copy to student	Weeks 12-13
Visit 6: Fourth observation	Complete Lesson Observation Form Review/Discuss: Growth Plan, Lesson Plans, and Portfolio Review progress on unit data	Lesson Observation - Original to supervisor - Copy to student	Weeks 15-16
Visit 7: Final Intern Presentation Final Forms	Final Intern Presentation – Interns will do a mock final presentation with their mentor, supervisor, and school administrator (if available). This must be done prior to their final presentation with their coordinators.	Teacher Candidate Evaluation Form (Final report) - Original to supervisor - 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"/> Time Log *After meeting with the mentor and intern, and reviewing the mentor and intern evaluation forms, supervisors will complete a summative final evaluation.	Week 17 By Portfolio deadline

**** IMPORTANT** ALL signatures and dates MUST be on the forms before they are turned in.**