

The timeline below is meant to serve as a guideline for the semester. The actual schedule should be determined collaboratively by the mentor teacher and intern with guidance as needed from the supervisor.

Week 1 (of CMU Academic Calendar)

Active observation and directed assistance

Orientation to school - if needed

Assumption of routine tasks (attendance, working with small groups of students and whole groups, recording assessments, materials preparation for teacher, etc.)

- Assignments due by Sunday night:
 - Discussion on D2L
 - Journal Reflection on D2L
 - Post Lesson Plans to D2L

Week 2

Guided planning and instruction of individual lessons in some classes and growing responsibility for small groups and teaching.

- Assignments due by Sunday night:
 - Discussion on D2L
 - Journal Reflection on D2L
 - Post Lesson Plans to D2L

Weeks 3-5

Taking over of full responsibility for some classes in the mentor teacher's schedule, and growing responsibility for teaching in the other classes in the teacher's schedule

- Assignments due by Sunday night:
 - Discussion on D2L
 - Journal Reflection on D2L
 - Post Lesson Plans to D2L

Weeks 6-15

Full responsibility for teaching all of the classes in the mentor teacher's schedule

- Midterm Intern Field Evaluation (after 1st 8 weeks)
- Assignments due by Sunday night:
 - Discussion on D2L
 - Journal Reflection on D2L
 - Post Lesson Plans to D2L

Weeks 16-18

Relinquish responsibility for most teaching duties back to the mentor teacher.

- Discussion on D2L (**Mandatory**)
- Final Intern Field Evaluation (after 16 weeks)
- Final Portfolio Due
- Final Intern Presentation

REMINDER - Interns (only) are required to attend colloquium during their internship semester. Colloquium is held in November and March. Specific dates are announced via email and D2L.