

COLORADO MESA UNIVERSITY – CENTER FOR TEACHER EDUCATION  
“*INTERNSHIP*” RECOMMENDED TIMELINE

**Intern:** \_\_\_\_\_

**School:** \_\_\_\_\_

- Attend all in-service and faculty meetings throughout the semester.

**Phase I: Weeks 1-2**

- Active observation and directed assistance
- Orientation to school – if new placement
- Assumption of routine tasks (attendance, working with small groups of students, recording homework, materials preparation for teacher, etc.)
- Guided planning and instruction of individual lessons or continuous responsibility for a small group
- Should begin taking one period or one subject as soon as possible

**Phase II: Weeks 3-5**

- Gradual assumption of duties for all periods or all subjects in the daily schedules

Week 3 add \_\_\_\_\_

Week 4 add \_\_\_\_\_

Week 5 add \_\_\_\_\_

**Phase III: Weeks 6-15 Lead Role**

- Intern will have lead role in all subject areas including planning, teaching, and assessing all lessons during the day.
- **edTPA Lesson Segment** (3-5 days) to be planned, taught, and assessed (**Sept/Oct or Feb/March**)  
*See required edTPA Submission and Reporting Dates*
- Complete midterm section of field evaluation (intern, mentor, and supervisor) **week 8**
- Interns must attend **Internship Colloquium: First-Year Teaching & Getting Hired (Nov/March** in the evening)

**Phase IV: Weeks 16-18**

- Gradually drop one period or subject where reasonable break in curriculum occurs
- Complete final section of field evaluation

Week 16 drop \_\_\_\_\_

Week 17 drop \_\_\_\_\_

Week 18 drop \_\_\_\_\_

Opportunities to observe in other classrooms in the school or short visits to other approved schools and continue to drop responsibilities. This may occur in weeks 16-18.

This schedule should be determined collaboratively by the mentor teacher and intern with guidance as needed from the supervisor. Adjustment may need to be made as the semester progresses. This form is to serve as a guideline. **A copy of this form must be provided to the supervisor by the second week of the semester.**

Supervisors are the main point of contact for Colorado Mesa University. They usually have scheduled visits – one per month. They will expect you to have **formally typed lesson plans** for formal observations. It is critical that **you email observation targets at least one day prior to supervisor’s visit.** All lesson plans must be made available to supervisors to view during each planned or drop-in visit.