

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

Event	Outcome	Forms Completed	Suggested Week
Getting Started	Set up calendar / Discuss goals (Mentor)	Review K12 Internship Suggested Timeline & Mentor Quick Start Guide	District Start Date
Supervisor Visit #1 Initial Meeting	Discuss Team-teaching model Discuss goals and setting a visitation schedule	Cover Supervisor Talking Points (Supervisor) Review K12 Internship Suggested Timeline & Orientation Materials as needed	Week 1 (CMU semester)
First Observation By Mentor	Complete Lesson Observation Form (Mentor)	Lesson Observation Form - Original kept by mentor - Copy to student	Week 2
Supervisor Visit #2 1 st Supervisor Observation	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
Supervisor Visit #3 2 nd Supervisor Observation	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 Intern Field Evaluation <ul style="list-style-type: none"> Mark indicators and make notes on how the candidate is performing on the various Teacher Quality Standards Complete the midterm section on the formal copy of the Intern Field Evaluation form (front page) Get signatures on the formal copy of the <i>Field Evaluation Signatures and Report Page</i> under the Midterm Report section – found on the second page of the Field Evaluation 	Midterm Intern Field Evaluation <ul style="list-style-type: none"> Originals to supervisor Copy to student Intern Field Evaluation Form (Midterm Report/Columns) – first 8 weeks <ul style="list-style-type: none"> Complete mid-term column and Midterm Report signature sections, and collect feedback on indicators Original to supervisor Copy to student Professional Disposition Form - <i>if required by supervisor or coordinator</i>	Week 8 (of CMU semester)
Second Placement	Repeat weeks 1-7 for 2nd placement	-- See above weeks 1-7 --	Weeks 7-15
Final Intern Evaluation/ Supervisor Visit Final Forms	Final Intern Field Evaluation and Conference <ul style="list-style-type: none"> Mark indicators and make notes on how the candidate performed on the various Teacher Quality Standards Complete final section of the Intern Field Evaluation on the same formal copy used for the midterm evaluation Complete calculations and ratings Get signatures on Teacher Intern Final Report – found on the second page of the Field Evaluation 	Intern Field Evaluation (Final Report) <ul style="list-style-type: none"> Original to supervisor Copy to student (<i>candidates should make copies for themselves</i>) Final copies to turn into the program coordinator: <ul style="list-style-type: none"> <input type="checkbox"/> Intern Field Evaluation Packet <ul style="list-style-type: none"> The field evaluation should include a midterm and final evaluation completed on the front page of the Intern Field Evaluation Form Check that the signatures of the Supervisor, Mentor, & Candidate are all present on the signature page (second page of packet) Make sure notes and indicators have been compiled for the Teacher Quality Standards on the formal copy <input type="checkbox"/> Time Log Forms to submit to Undergraduate Coordinator: <ul style="list-style-type: none"> <input type="checkbox"/> Program Evaluation & <input type="checkbox"/> Mentor Evaluation <p style="text-align: center;"><i>Lesson observations do not have to be turned in by supervisors.</i></p>	Week 16 (of CMU semester)

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