

Visitation Schedule & Required Documents for K-12 Art Internship

Event	Outcome	Forms Completed	Approx. Date
Visit 1: Initial overview/ visitation	<ul style="list-style-type: none"> Cover Supervisor Talking Points & orientation materials as needed Discuss goals and review growth plan Set up visitation schedule 	Supervisor Talking Points (Supervisor) Mentor Quick Start Guide (Mentor) Art Internship Recommended Timeline (Student)	Weeks 1-2 <i>of CMU semester</i>
Visit 2: First observation	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Complete Lesson Observation Form Review/Discuss: Growth Plan, Lesson Plans, and Portfolio Intern should be moving into lead position 	Lesson Observation Form - Original to supervisor - Copy to student	Weeks 6-7
Visit 4: Midterm conference	<ul style="list-style-type: none"> Conference on midterm evaluation 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 	Intern Field Evaluation Form (Midterm Report/Columns) - 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>	Weeks 8-9
Visit 5: Third observation	<ul style="list-style-type: none"> Complete Lesson Observation Form Review/Discuss: Growth Plan, Lesson Plans, and Portfolio 	Lesson Observation - Original to supervisor - Copy to student	Weeks 10-11
Visit 6: Fourth observation	<ul style="list-style-type: none"> 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 13-14
Visit 7: Final Intern Evaluation 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) - Original to supervisor - Copy to student (<i>candidates should make copies for themselves</i>) Final copies to turn into the program coordinator: <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: <input type="checkbox"/> Program Evaluation & <input type="checkbox"/> Mentor Evaluation <i>Lesson observations do not have to be turned in by supervisors.</i>	Week 16

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