<table>
<thead>
<tr>
<th>Event</th>
<th>Outcome</th>
<th>Forms Completed</th>
<th>Approx. Date</th>
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</thead>
</table>
| Visit 1: Initial overview/visitation | • Cover Supervisor Talking Points & orientation materials as needed  
  • Discuss goals and review growth plan  
  • Set up visitation schedule                                                                 | Supervisor Talking Points (Supervisor)  
  Internship Recommended Timeline  
  - Original to supervisor – by second week of CMU semester  
  - Copy to student                                                              | Weeks 1-2 of CMU semester |
|                             |                                                                                                   | Lesson Observation Form  
  - Original to supervisor  
  - Copy to student                                                                 | Weeks 3-4                           |
| Visit 2: First observation  | • Complete Lesson Observation Form  
  • Review/Discuss: Growth Plan, Lesson Plans, and edTPA                                            | Lesson Observation Form  
  - Original to supervisor  
  - Copy to student                                                                 | Weeks 6-7                           |
| Visit 3: Second observation | • Complete Lesson Observation Form  
  • Review/Discuss: Growth Plan, Lesson Plans, and edTPA                                            | Lesson Observation Form  
  - Original to supervisor  
  - Copy to student                                                                 | Weeks 6-7                           |
| Visit 4: Midterm conference | • 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 Field Evaluation Signatures and Report Page 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                                                                  | Weeks 8-9                           |
| Visit 5: Third observation  | • Complete Lesson Observation Form  
  • Review/Discuss: Growth Plan, Lesson Plans, and edTPA                                            | Lesson Observation Form  
  - Original to supervisor  
  - Copy to student                                                                 | Weeks 10-11                          |
| Visit 6: Fourth observation | • Complete Lesson Observation Form  
  • Review/Discuss: Growth Plan, Lesson Plans, and edTPA                                            | Lesson Observation Form  
  - Original to supervisor  
  - Copy to student                                                                 | Weeks 13-14                          |
| Visit 7: Final Intern Evaluation | • Conference with mentor and intern on final evaluation  
  • 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 (candidates should make copies for themselves)  
  Turn in final copies to the program coordinator:  
  ✓ Intern Field Evaluation Packet  
  • 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  
  ✓ Time Log  
  Lesson observations do not have to be turned in by supervisors. | Week 15-16                           |

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