

Visitation Schedule & Required Documents for Internship – Elementary, Secondary, & EC Intern Semester

| 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) Internship Recommended Timeline <ul style="list-style-type: none"> - Original to supervisor – by second week - Copy to student | Weeks 1-2 |
| Visit 2: First observation | <ul style="list-style-type: none"> • Complete Lesson Observation Form • Review/Discuss: Growth Plan, Lesson Plans, and edTPA | Lesson Observation Form <ul style="list-style-type: none"> - 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 edTPA • Intern should be moving into lead position | Lesson Observation Form <ul style="list-style-type: none"> - 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) <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> | Weeks 8-9 |
| Visit 5: Third observation | <ul style="list-style-type: none"> • Complete Lesson Observation Form • Review/Discuss: Growth Plan, Lesson Plans, and edTPA | Lesson Observation <ul style="list-style-type: none"> - 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 edTPA • Review progress on unit data | Lesson Observation <ul style="list-style-type: none"> - Original to supervisor - Copy to student | Weeks 13-14 |
| Visit 7: Final Intern Evaluation Final Forms | <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> - Original to supervisor - Copy to student (<i>candidates should make copies for themselves</i>) Turn in final copies to 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 <p style="text-align: center;"><i>Lesson observations do not have to be turned in by supervisors.</i></p> | Week 15-16 |

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