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

<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  
- Copy to student | Weeks 1-2 |
| **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 3-4 |
| **Visit 3:** Second observation                         | • Complete Lesson Observation Form  
• Review/Discuss: Growth Plan, Lesson Plans, and edTPA  
• Intern should be moving into lead position | 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)  
- Complete mid-term column and Midterm Report signature sections, and collect feedback on indicators  
- Original to supervisor  
- Copy to student  
Professional Disposition Form - *if required by supervisor or coordinator* | Weeks 8-9 |
| **Visit 5:** Third observation                          | • Complete Lesson Observation Form  
• Review/Discuss: Growth Plan, Lesson Plans, and edTPA | Lesson Observation  
- 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  
• Review progress on unit data | Lesson Observation  
- Original to supervisor  
- Copy to student | Weeks 13-14 |
| **Visit 7:** Final Intern Evaluation Final Forms         | • 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.