

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 of CMU semester Copy to 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 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 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.**