

**Secondary Pre-Internship
Supervisor Visitation Schedule & Required Documents**

Event	Outcome	Forms Completed	Approx. Date
Visit 1: Initial overview/visitation	Meet pre-interns (maybe in an informal setting); Discuss the 2 observations and expectations (co-teaching or co-planning, etc.)	None	Weeks 3-5
Visit 2: First observation	Complete Pre-Internship Lesson Observation Form Review/Discuss Lesson	Lesson Observation Form - Original to supervisor - Copy to student	Weeks 7-9
Visit 3: Second observation	Complete Pre-Internships Lesson Observation Form Review/Discuss Lesson	Lesson Observation Form - Original to supervisor - Copy to student	Weeks 10-12
Visit 4:	Meeting with Student and Mentor to plan for the internship semester.	Teacher Candidate Evaluation Form (Student & Mentor) - Original to supervisor - Copy to student Growth Plan—Filled out by Student and Mentor with Supervisor facilitating Internship Proposed Schedule with Supervisor facilitating	Last week of CMU Classes (week before finals)