

INTERN/MENTOR TEACHER TRANSITION PLAN for Dec. 2021 Graduates
(This is ONLY a model to help organize internship. This is not a requirement)

WEEK OF:	Subject/ Class 1	Subject/ Class 2	Subject/ Class 3	Subject/ Class 4	Subject/ Class 5	Other	INTERN RESPONSIBILITIES
Aug 9	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> Begin Internship in host school – attend professional development/faculty sessions – get acquainted with faculty in the building, work with the mentor on classroom set-up and assist with any class preparations and co-planning, share calendar for the fall semester with mentor and discuss important expectations and dates Work with mentor on student assessment, assisting with instruction, co-teaching segments of lessons, etc.
Aug 16	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> Plan and co-teach segments of lessons with mentor teacher- Friday, Aug 20- <i>Initial Internship II Institute</i> – 9:00 -3:00 Details will be forthcoming on location/platform to be used for this meeting – check emails for updates
Aug 23	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue planning and solo/co-teaching with mentor
August 30	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue planning and solo/co-teaching with mentor <u>Intern plans for the teaching of 1 subject/class period to be taught every day next week</u> – (<i>intern plans to teach solo or take lead in co-teaching, intern to take lead in planning, material preparation, etc.</i>) Friday, September 3 – edTPA session (all day) – details will be forthcoming
Sept 6	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue planning and solo/co-teaching with mentor <u>Intern teaches 1 subject/class period every day</u> (<i>intern has planned lessons, etc. – will take lead in teaching and assessment of subjects</i>) <u>Intern plans for the teaching of 2 subjects/class periods to be taught every day next week</u> - (<i>intern to teach solo or take lead in co-teaching, intern to take lead in material preparation, etc.</i>)
Sept 13	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue planning and solo/co-teaching with mentor <u>Intern teaches 2 subjects/class periods every day</u> (<i>intern has planned lessons, etc. – will take lead in teaching and assessment of subjects</i>) <u>Intern plans for the teaching of 3 subjects/class periods to be taught every day next week</u> - (<i>intern to teach solo or take lead in co-teaching, intern to take lead in material preparation, etc.</i>)
Sept 20	I	I	I	MI	MI	MI	<ul style="list-style-type: none"> Continue planning and solo/co-teaching with mentor <u>Intern teaches 3 subjects/class periods every day</u> (<i>intern has planned lessons, etc. – will take lead in teaching and assessment of subjects</i>) <u>Intern plans for the teaching of 4 subjects/class periods to be taught every day next week</u> - (<i>intern to teach solo or take lead in co-teaching, intern to take lead in</i>

IO/MI= Intern Observes and Co-Teaches Segments of lessons

MI= Intern and Mentor Co-teach and share the lead in all aspects of teaching

I = Intern takes lead for co-teaching and solo teaching experiences that include planning, instruction, assessment and managing the environment

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							<i>material preparation, etc. Remember, keep a good balance between solo teaching and co-teaching)</i> <ul style="list-style-type: none"> Friday, September 24 – edTPA session (all day) – details will be forthcoming
Sept 27	I	I	I	I	MI	MI	<ul style="list-style-type: none"> Continue lead planning and solo/co-teaching with mentor <u>Intern teaches 4 subjects/class periods every day (intern has planned lessons, etc. – will take lead in teaching and assessment of subjects)</u> Thursday, September 30 – Friday, October 3 – Mid-term conferences
Oct 5	I	I	I	I	MI	MI	<ul style="list-style-type: none"> <u>Intern teaches 4 subjects/class periods every day (intern has planned lessons, etc. – will take lead in teaching and assessment of subjects)</u> <u>Intern plans to begin teaching full-time beginning next week</u> Friday, October 8 – edTPA session (all day) – details will be forthcoming
Oct 11	I	I	I	I	I	I	<ul style="list-style-type: none"> FULL TIME TEACHING (co-teaching/solo) begins Monday, October 11 and runs through Friday, November 12. (<i>Remember...a good balance between co-teaching and solo teaching</i>) Thursday, October 14 – edTPA uploaded to Via
Oct 18	I	I	I	I	I	I	<ul style="list-style-type: none"> FULL TIME TEACHING (co-teaching/solo) Week of October 18 –edTPA portfolio submission for Pearson grading
Oct 25	I	I	I	I	I	I	<ul style="list-style-type: none"> FULL TIME TEACHING (co-teaching/solo)
Nov 1	I	I	I	I	I	I	<ul style="list-style-type: none"> FULL-TIME TEACHING (co-teaching/solo)
Nov 8	I	I	I	I	I	I	<ul style="list-style-type: none"> FULL TIME TEACHING ends Nov. 12 – work with mentor for <u>a plan</u> on giving back subjects/class periods (example: what subject to give back first, what you might need to continue teaching until the end of the semester, etc.) Teach/plan and work with mentor on giving back 2 subjects/class periods next week.
Nov 16	I	I	I	I	IO/MI	IO/MI	<ul style="list-style-type: none"> Teach/plan and work on giving back subjects/class periods - Work with mentor on giving back 4 subjects/class periods for next week
Nov 23	I	I	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> Intern continues to co-teach/solo teach in own classroom – observe in other classrooms as well - The mentor sets up classroom visits, etc. with other teachers. Intern has responsibility for meeting and planning with the other teacher(s) for co-teaching in their classrooms.
Nov 29	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> Final evaluation conferences – Monday, November 29- Friday, December 3 Final day of internship – Friday, December 3

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Dec 6 and Dec 13							<ul style="list-style-type: none"> • Make-up days for internship, if needed – December 6 – 17 • Week of December 13 – Teacher Education Convocation – Specific date and time TBA – details about this special event will be communicated, in advance, to interns
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I = Intern takes lead for co-teaching and solo teaching experiences that include planning, instruction, assessment and managing the environment