

**INTERN/MENTOR TEACHER TRANSITION PLAN for Dec. 2022 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
<b>Aug 8</b> (most school districts)							<ul style="list-style-type: none"> <li>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</li> <li>Work with mentor on planning for student assessment, planning for instruction/co-teaching segments of lessons, etc.</li> </ul>
<b>Aug 15</b>	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> <li>Plan and co-teach segments of lessons with mentor teacher-</li> <li>Friday, Aug 19- <i>Initial Internship II Institute</i> – 9:00 -3:00 Details will be forthcoming on location – check emails for updates</li> </ul>
<b>Aug 22</b>	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue planning and solo/co-teaching with mentor</li> </ul>
<b>August 29</b>	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue planning and solo/co-teaching with mentor</li> <li><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>)</li> <li>Monday, August 29 – edTPA session (all day) – details will be forthcoming</li> </ul>
<b>Sept 5</b>	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue planning and solo/co-teaching with mentor</li> <li><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>)</li> <li><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>)</li> </ul>
<b>Sept 12</b>	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue planning and solo/co-teaching with mentor</li> <li><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>)</li> <li><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>)</li> </ul>
<b>Sept 19</b>	I	I	I	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue planning and solo/co-teaching with mentor</li> <li><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>)</li> <li><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></li> </ul>

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"> <li>Monday, September 19 – edTPA session (all day) – details will be forthcoming</li> </ul>
Sept 26	I	I	I	I	MI	MI	<ul style="list-style-type: none"> <li>Continue lead planning and solo/co-teaching with mentor</li> <li><u>Intern teaches 4 subjects/class periods every day (intern has planned lessons, etc. – will take lead in teaching and assessment of subjects)</u></li> <li>Thursday, September 29 – Wednesday, October 5 – Mid-term conferences</li> </ul>
Oct 3	I	I	I	I	MI	MI	<ul style="list-style-type: none"> <li><u>Intern teaches 4 subjects/class periods every day (intern has planned lessons, etc. – will take lead in teaching and assessment of subjects)</u></li> <li><u>Intern plans to begin teaching full-time beginning next week</u></li> <li>Monday, October 3 – edTPA session (all day) – details will be forthcoming</li> <li>Mid-term conferences continue through Wednesday, October 5</li> </ul>
Oct 10	I	I	I	I	I	I	<ul style="list-style-type: none"> <li>FULL TIME TEACHING (co-teaching/solo) begins Monday, October 10 and runs through Friday, November 11. <i>(Remember...a good balance between co-teaching and solo teaching)</i></li> <li>Thursday, October 14 – edTPA uploaded to Via</li> </ul>
Oct 17	I	I	I	I	I	I	<ul style="list-style-type: none"> <li>FULL TIME TEACHING (co-teaching/solo)</li> <li>Week of October 17 –edTPA portfolio submission for Pearson grading</li> </ul>
Oct 24	I	I	I	I	I	I	<ul style="list-style-type: none"> <li>FULL TIME TEACHING (co-teaching/solo)</li> </ul>
Oct 31	I	I	I	I	I	I	<ul style="list-style-type: none"> <li>FULL-TIME TEACHING (co-teaching/solo)</li> </ul>
Nov 7	I	I	I	I	I	I	<ul style="list-style-type: none"> <li>FULL TIME TEACHING ends Nov. 11 – 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.)</li> <li>Teach/plan and work with mentor on giving back 2 subjects/class periods next week.</li> </ul>
Nov 14	I	I	I	I	IO/MI	IO/MI	<ul style="list-style-type: none"> <li>Teach/plan and work on giving back subjects/class periods - Work with mentor on giving back 4 subjects/class periods for next week</li> </ul>
Nov 21	I	I	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> <li>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.</li> </ul>
Nov 28	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> <li>Final evaluation conferences – Monday, November 28- Friday, December 2</li> <li>Final day of internship – Friday, December 2</li> </ul>

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<b>Dec 5 - Dec 16</b>							<ul style="list-style-type: none"> <li>• Make-up days for internship, if needed – December 5 – 16</li> <li>• Week of December 13 – Teacher Education Convocation – Specific date and time TBA – details about this special event will be communicated, in advance, to interns</li> </ul>
<b>On Dec 16</b>							<ul style="list-style-type: none"> <li>• Teacher Education Convocation Ceremony – 4:00 pm – Plowden Auditorium</li> </ul>

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