

INTERN/MENTOR TEACHER TRANSITION PLAN for Dec. 2023 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 14							<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 planning for student assessment, planning for instruction/co-teaching segments of lessons, etc. Friday, Aug 18- <i>Initial Internship II Institute</i> – 9:00 -3:00 Details will be forthcoming on location – check emails for updates
Aug 21	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 Monday, August 28 – edTPA session (all day) – details will be forthcoming
Aug 28	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Monday, August 28 – edTPA session (all day) – details will be forthcoming 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>)
Sept 4	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>)
Sept 11	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>) Monday, September 18 – edTPA session (all day) – details will be forthcoming
Sept 18	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>)

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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							<ul style="list-style-type: none"> • <u>Intern plans for the teaching of 3 subjects/class periods to be taught every day next week - (intern to teach solo or take lead in co-teaching, intern to take lead in material preparation, etc.)</u>
Sept 25				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 (intern has planned lessons, etc. – will take lead in teaching and assessment of subjects)</u> • <u>Intern plans for the teaching of 4 subjects/class periods to be taught every day next week - (intern to teach solo or take lead in co-teaching, intern to take lead in material preparation, etc. Remember, keep a good balance between solo teaching and co-teaching)</u> • Thursday, September 28 – Wednesday, October 4 – Mid-term conferences • Monday, October 2 – edTPA session (all day) – details will be forthcoming
Oct 2					MI	MI	<ul style="list-style-type: none"> • Monday, October 2 – edTPA session (all day) – details will be forthcoming • 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> • <u>Intern plans to begin teaching full-time beginning next week</u> • Mid-term conferences continue through Wednesday, October 4
Oct 9					MI	MI	<ul style="list-style-type: none"> • FULL TIME TEACHING (co-teaching/solo) begins Monday, October 9 and runs through Friday, November 17. <i>(Remember...a good balance between co-teaching and solo teaching)</i>
Oct 16							<ul style="list-style-type: none"> • FULL TIME TEACHING (co-teaching/solo) • Week of October 16 – edTPA portfolio submission for Pearson grading • Thursday, October 19 – edTPA uploaded to SL&L
Oct 23							<ul style="list-style-type: none"> • FULL TIME TEACHING (co-teaching/solo)
Oct 30							<ul style="list-style-type: none"> • FULL TIME TEACHING (co-teaching/solo)
Nov 6							<ul style="list-style-type: none"> • FULL-TIME TEACHING (co-teaching/solo)
Nov 13							<ul style="list-style-type: none"> • FULL TIME TEACHING ends Nov. 17 – work with mentor for a <u>plan</u> on giving back subjects/class periods (example: what subject to give back first, what you might

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							<ul style="list-style-type: none"> 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 20					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 27			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. Final evaluation conferences – Monday, November 27- Friday, December 1 Final day of internship – Friday, December 1
Dec 4 - Dec 14							<ul style="list-style-type: none"> Make-up days for internship, if needed – December 4 – 14 Week of December 11 – Teacher Education Convocation – Specific date and time TBA – details about this special event will be communicated, in advance, to interns
On Dec 15							<ul style="list-style-type: none"> Teacher Education Convocation Ceremony – 4:00 pm – Plowden Auditorium

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