

**INTERN/MENTOR TEACHER TRANSITION PLAN for Dec. 2025 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
July 28							<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>
Aug 4	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> </ul>
Aug 11	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue planning and solo/co-teaching with mentor</li> <li>Friday, Aug 15- <i>Initial Internship II Institute</i> – 9:00 -12:00 Details will be forthcoming on location – check emails for updates</li> </ul>
Aug 18	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> </ul>
Aug 25	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> <li>Friday, August 29– edTPA session (all day) – details will be forthcoming</li> </ul>
Sept 1	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>

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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Sept 8	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 material preparation, etc. Remember, keep a good balance between solo teaching and co-teaching</i>)</li> </ul>
Sept 15	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</u> (<i>intern has planned lessons, etc. – will take lead in teaching and assessment of subjects</i>)</li> <li><u>Intern plans to begin teaching full-time beginning next week</u></li> <li>Friday, September 19 – edTPA session (all day) – details will be forthcoming</li> </ul>
Sept 22	I	I	I	I	MI	MI	<ul style="list-style-type: none"> <li><b>FULL TIME TEACHING</b> (co-teaching/solo) begins Monday, September 22 and runs through Friday, November 14. (<i>Remember...a good balance between co-teaching and solo teaching</i>)</li> <li>Monday, September 22 - Friday, October 3 – mid-term evaluation conferences (supervisor, mentor, intern participating)</li> </ul>
Sept 29	I	I	I	I	I	I	<ul style="list-style-type: none"> <li>Friday, October 3 – edTPA session (all day) – details will be forthcoming</li> <li><b>FULL TIME TEACHING</b> (co-teaching/solo)</li> <li>Mid-term conferences continue through Friday, October 3</li> </ul>
Oct 6							<ul style="list-style-type: none"> <li>Fall Intercession (LCSD/CMS continue from previous week)</li> <li>Internship II midterm evaluation grades due Thursday, Oct. 9</li> </ul>
Oct 13	I	I	I	I	I	I	<ul style="list-style-type: none"> <li>Wednesday, October 15 – edTPA uploaded to SL&amp;L</li> <li>Week of October 20 (no later than 23<sup>rd</sup>) – edTPA portfolio submission for Pearson grading</li> </ul>
Oct 20	I	I	I	I	I	I	<ul style="list-style-type: none"> <li><b>FULL-TIME TEACHING</b> (co-teaching/solo)</li> <li>Week of October 20 (no later than 23<sup>rd</sup>) – edTPA portfolio submission for Pearson grading</li> </ul>
Oct 27	I	I	I	I	I	I	<ul style="list-style-type: none"> <li><b>FULL-TIME TEACHING</b> (co-teaching/solo)</li> </ul>
Nov 3	I	I	I	I	I	I	<ul style="list-style-type: none"> <li><b>FULL TIME TEACHING</b> ends Nov. 14 – 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> </ul>

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							<ul style="list-style-type: none"> <li>• Teach/plan and work with mentor on giving back 2 subjects/class periods next week.</li> </ul>
<b>Nov 10</b>	I	I	I	I	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. - Work with mentor on giving back 4 subjects/class periods for week after break</li> </ul>
<b>Nov 17</b>	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> <li>• Final evaluation conferences – Monday, November 17- Friday, November 21</li> <li>• Final day of internship – Tuesday, November 25</li> </ul>
<b>Nov 24</b>	IO/MI	IO/MI					<ul style="list-style-type: none"> <li>• Final day of internship – Tuesday, November 25</li> <li>• Thanksgiving Break</li> </ul>
<b>Dec 1 - Dec 12</b>							<ul style="list-style-type: none"> <li>• Make-up days for internship (if needed) – Monday, December 1 – Friday, December 12</li> </ul>
<b>Dec 20</b>							<ul style="list-style-type: none"> <li>• Week of December 15 – Teacher Education Convocation – Specific time and location TBA – details about this special event will be communicated, in advance, to interns</li> <li>• Saturday, December 20 - Undergraduate and Graduate Commencement- 11 am- Winthrop Coliseum</li> </ul>

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