

**INTERN/MENTOR TEACHER TRANSITION PLAN for May, 2024 Graduates**  
**(This is ONLY a model to help organize internship. This is not a requirement)**

WEEK OF:	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Other	INTERN RESPONSIBILITIES
Jan 1 & 8	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Begin semester in host school – attend professional development/faculty sessions – get acquainted with faculty in the building (if you are moving to a new placement), share calendar for the spring semester with mentor and discuss important expectations and dates</li> <li>Co-Plan and co-teach with mentor</li> <li><b>Remember edTPA requirements this semester – through your capstone course (edTPA due dates, etc. are listed at the end of this transition calendar.)</b></li> </ul>
Jan 15	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Co-Plan and co-teach lessons with mentor teacher</li> <li><b>Wednesday, January 17 – Required Education Career Fair – 10:00-12:30 – McBryde Hall – Interviews to follow in the afternoon</b></li> </ul>
Jan 22	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue planning and co-teaching with mentor, solo teaching</li> <li>Intern plans/teaches 1 subject/class period <u>every day</u></li> <li>Intern plans for the teaching of 2 subjects/class periods for the next week</li> </ul>
Jan 29	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue planning and co-teaching with mentor, solo teaching</li> <li>Intern plans/teaches 2 subjects/class periods <u>every day</u></li> <li>Intern plans for the teaching of 3 subjects/class periods for the next week</li> </ul>
Feb 5	I	I	I	MI	MI	MI	<ul style="list-style-type: none"> <li>Continue planning and co-teaching with mentor, solo teaching</li> <li>Intern plans/teaches 3 subjects/class periods <u>every day</u></li> <li>Intern plans for the teaching of 4 subjects/class periods for the next week</li> </ul>
Feb 12	I	I	I	I	MI	MI	<ul style="list-style-type: none"> <li>Continue planning and co-teaching with mentor, solo teaching</li> <li>Intern plans/teaches 4 subjects/class periods <u>every day</u></li> <li>Intern plans for full-time teaching to begin next week (<i>Remember, there will be a balance of co-teaching and solo teaching</i>)</li> <li><b>Midterm conferences Thursday, February 15 – Wednesday, February 21</b></li> </ul>
Feb 19	I	I	I	I	I	I	<ul style="list-style-type: none"> <li><b>FULL TIME TEACHING (co-teaching/solo)</b></li> <li><b>Midterm Conferences conclude by Wednesday – February 21</b></li> </ul>
Feb 26	I	I	I	I	I	I	<ul style="list-style-type: none"> <li><b>FULL TIME TEACHING (co-teaching/solo)</b></li> <li><b>Full-time teaching goes from February 26 – March 29</b></li> </ul>
Mar 4	I	I	I	I	I	I	<ul style="list-style-type: none"> <li><b>FULL TIME TEACHING (co-teaching/solo)</b></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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<b>Mar 11</b>	I	I	I	I	I	I	<ul style="list-style-type: none"> <li>• FULL TIME TEACHING (co-teaching/solo)</li> </ul>
<b>Mar 18</b>	I	I	I	I	I	I	<ul style="list-style-type: none"> <li>• FULL TIME TEACHING (co-teaching/solo)</li> <li>• FULL TIME TEACHING ends March 29</li> </ul>
<b>Mar 25</b>	I	I	I	MI	MI	MI	<ul style="list-style-type: none"> <li>• Work with mentor on slowly giving back subjects/class periods</li> <li>• Intern is still responsible for the planning/teaching of 3 subjects/classes every day</li> <li>• Continue teaching and co-teaching with mentor</li> </ul>
<b>Apr 1</b>							<b>Spring Break</b>
<b>Apr 8</b>	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>• Continue teaching and co-teaching with mentor</li> <li>• Intern still responsible for planning/teaching 2 subjects/classes every day</li> <li>• Intern may continue to teach/co-teach in own classroom and/or co-teach in other classrooms (set up by mentor teacher)</li> <li>• <b><u>Final evaluation conferences Thursday, April 11 – Wednesday, April 17</u></b></li> </ul>
<b>April 15</b>	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> <li>• <b><u>Apr. 19</u></b> – Final day of internship 😊</li> <li>• <b><u>April 22- May 3</u></b>– days available for make-up in internship</li> </ul>

\*\*\* In addition to the dates listed above, designated edTPA dates are listed below. Program areas will determine/communicate to interns if following the “Submission Cycle 1 Calendar Dates” or the “Submission Cycle 2 Calendar Dates”

**Submission Cycle 1 Dates:** (scores from Cycle 1 submission will be back March 30 from Pearson)

edTPA Friday workdays on campus- January 19, February 9, and February 23

edTPA uploaded to SLL – Date chosen and communicated by program area

edTPA portfolio submission – week of March 4

**Submission Cycle 2 Dates:** (scores from Cycle 2 submission will be back April 12 from Pearson)

edTPA Friday workdays on campus – January 26, February 16, and March 1

edTPA uploaded to SLL – Date chosen and communicated by program area

edTPA portfolio submission – week of March 25

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