

# Fall 2023 Supervisor Calendar Internship II - Fairfield County School District

Supervisor information/forms will be posted at

<https://www.winthrop.edu/coe/rex/handbooks-and-forms.aspx> . All supervisors will participate in a meeting at the beginning of the semester. NEW supervisors will have an additional in-depth training session on the process, forms, etc. for internship supervision. At this time, all supervisor meetings will be face-to-face.

**\*\* Since the state requires university supervisors to be evaluator trained in SCTS 4.0 before supervising a teacher candidate, any new supervisor who has not been evaluator trained in SCTS 4.0 will need to contact the Office of Field and Clinical Experiences for training information.**

## December Graduates (Internship II)

**July 26**– Interns begin internship in host schools in Fairfield County

**Tuesday, August 8** – Mentor Informational Meeting for mentors of **Internship II** candidates – 5:00-6:00 –virtual zoom meeting

**Thursday, August 10 - NEW Supervisor training-** 9:00-11:00 – New supervisors will be provided specific details (location, time, etc.) prior to the training.

**Friday, August 11 or Wednesday, August 16** – **Supervisor Meeting for ALL Supervisors** – 9:00-10:00 – Room location/time TBA - **Supervisors should choose 1 meeting to attend**

**Friday, August 18** – **Internship Boot-Camp for Internship II Teacher Candidates** – 9:00 – 3:00  
(Note: This is late for Fairfield candidates since they began on July 25 so please make sure you have covered all forms, processes, etc. with intern and mentor prior to this date.)

**Friday, August 25** - Final date for travel authorizations to be turned in to Jamie Larsen in 141 Withers. Per accounting, all authorizations have to include original signature (no scan). Please note, that if conducting introductory meetings face-to-face with the interns you supervise and their mentors, your authorization needs to be in place at least 7 days before that meeting. Introductory meetings, whether face-to-face or virtual, need to take place within the first two weeks of school.)

**Monday, August 28 – Expanded ADEPT training for mentors/supervisors** who haven't had ADEPT training or SC Mentor Training (Dia Hablutzel will be notifying those needing this training.) This will be a virtual zoom training. – A link for this training will be sent in advance. 4:00-6:00 – (**Please Note**: No supervisor should need this training since all university supervisors are required to have evaluator training in SCTS 4.0 before supervising teacher candidates.)

**Thursday, September 27 - Wednesday, October 4** – mid-term conferences to be held

**Thursday, October 5** - Midterm evaluation grades reported in Wingspan by 5:00 PM

**Monday, September 25 - Friday, November 10** – Intern full-time teaching

(Fall intercession Oct. 9-13)

**Monday, October 9** - Midterm Evaluation Report and supporting evidence scanned and uploaded to Via, and evaluation rubric recorded on SL&L (supporting evidence – supervisor observations, site-based observer observations and, if intern on contract, mentor observations)

**Monday, October 16 –Tuesday, October 17-** Winthrop Fall Break; No Winthrop classes; report to internship

**Monday, November 27 – Friday, December 1** – Final evaluation conferences to be held

**Friday, December 1** – Final day for Internship II teacher candidates in the schools

**Monday, December 4 - Friday, December 15** – Days to be used for Internship II teacher candidate make-up in the schools

**Wednesday, December 13** – Graduate degree and Senior grades to be entered into Wingspan

**Friday, December 15** – Teacher Education Convocation – Plowden Auditorium – 4:00 pm

**Friday, December 15** - Final Evaluation Report and supporting evidence scanned and uploaded to Via, and evaluation rubric recorded on SL&L (supporting evidence – supervisor observations, site-based observer observations and, if intern on contract, mentor observations) **Travel reimbursement for supervision due to Jamie Larsen in Withers 141**

**Saturday, December 16** – Undergraduate and Graduate Commencement – 11 am – Winthrop Coliseum

**In addition to the dates listed above, edTPA work sessions on campus (all day Mondays) will be August 28, September 18, and October 2.**

**edTPA uploaded to SL&L – October 13**

**Submission- week of October 16**

**edTPA scores will be back November 9.**