

# **Supervisor Calendar Internship I**

## **Spring 2022**

**NEW supervisors will have an additional in-depth training session on the process, forms, etc. for internship supervision.**

**At this time, all meetings for supervisors will be virtual. I will send a link prior to meeting in order for you to join in.**

### **Internship I – spring 2022**

**Week of January 3** – Interns report to assigned host school for the Internship I experience – They stay all day, every day until Winthrop classes begin on January 10. At that time, they are to begin their program area modified schedule in the schools.

**Week of January 3** – Supervisors need to meet with both intern and mentor for an introductory meeting (can be virtual)

**Wednesday, January 5** – “A Look into Internship I” for Internship I teacher candidates – virtual event 3:00-4:30 (required)

**Thursday, January 6** - Supervisor Training (**New supervisors**) 9:00-11:00 - This will be a virtual training and the link will be sent to you before the meeting.

**Friday, January 14** - Final date for travel authorizations to be turned in to Jamie Larsen in Withers 141

**Tuesday, January 18** – training for any supervisor or mentor who hasn’t had ADEPT training and/or South Carolina Mentor Training (Dia Hablutzel will notify those who need this training.) 4:00-6:00 – This will be a virtual training and the link will be sent in advance of this training.

**Thursday, February 17 – Wednesday, February 23** – Midterm evaluation conferences to be held

**Thursday, February 24** - Midterm evaluation grades to be recorded in Wingspan by 5:00 pm

**Monday, February 28** - Midterm Evaluation Report and supporting evidence scanned and uploaded to Via, and evaluation rubric recorded on Via (supporting evidence – supervisor observations, site-based observer observations and, if intern on contract, mentor observations)

**Monday, March 14 – Friday, March 18** – Winthrop’s Spring Break week – Programs will determine which days the candidates are to go into the field for the week.

**Thursday, April 14 – Thursday, April 21** - Final evaluation conferences to be held

**Monday, April 25** - Last day of internship in the schools

**Tuesday, April 26** – Study Day – candidates are not required to go into the internship but can choose to do so

**Wednesday, April 27 – Tuesday, May 3** – Exams – candidates are not required to go into the internship during this time but can if they choose to do so

**Friday, May 6** – Internship I final grades are due to Wingspan by 5:00 PM

**Friday, May 6** - Final Evaluation Report and supporting evidence scanned and uploaded to Via, and evaluation rubric recorded on Via (supporting evidence – supervisor observations, site-based observer observations and, if intern on contract, mentor observations) **Travel Reimbursement for Internship II supervision due to Jamie Larsen in Withers 141**