

# Supervisor Calendar for Year-Long Internship 2022-2023

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.**

## **Internship I – fall 2022**

**August (District Dependent)** – Interns will begin at their host schools on the day their mentor teacher begins for the year. Most school districts have teachers reporting on August 8.

**Wednesday, August 10, Thursday, August 11 or Friday, August 12 – Required** Initial Internship Institute for all Internship I teacher candidates - **Candidates will choose one of the dates to attend.** All sessions will be in Plowden Auditorium and will run from 4:00-6:00. Feel free to join one of the sessions if you would like to.

**Thursday, August 11 - NEW Supervisor training on WU forms and processes- 9:00-11:00 –** New supervisors will be notified of the room location prior to the meeting.

**Friday, August 12 or Wednesday, August 17 - Supervisor meeting for ALL supervisors – 9:00-10:00 – Supervisors choose 1 virtual meeting to attend.** Meeting location TBA

**Tuesday, August 16 - Mentor Informational Meeting – Option 1 - 4:30-5:30 – virtual through zoom – link for joining the meeting will be sent in advance -*\*One of two dates offered for this informational meeting*** (Supervisors are welcome to attend. – New supervisors are encouraged to attend one of the sessions.)

**Thursday, August 18 - Mentor Informational Meeting – Option 2 - 5:00-6:00 – virtual through zoom – link for joining the meeting will be sent in advance - *\*Second date of two dates offered*** (Supervisors are welcome to attend. – New supervisors are encouraged to attend one of the sessions.)

**Tuesday, August 23 - Interns begin reporting to their host schools on a modified schedule set up by individual program areas.**

**Friday, August 26** - 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.)

**Thursday, September 29- Wednesday, October 5** - Midterm conferences to be held

**Thursday, October 6** – Internship I midterm evaluation grades due on Wingspan by 5:00 pm

**Monday, October 10** - 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, November 28 – Friday, December 2** – Final evaluation conferences to be held

**Tuesday, December 6** – Study day – Interns are not required to report to their host school.

**Wednesday, December 7 – Tuesday, December 13** – Final exams – Interns are not required to report to their host school.

**Wednesday, December 14** – Required for Interns - Internship Boot Camp for Internship II – 8:00 am – 4:30 pm (interns to receive specific details)

**Thursday, December 15** – Interns report to host school every day until the district closes for winter break.

**Thursday, December 15** – Final Evaluation grades due in Wingspan by 5:00 PM

**Friday, December 16** - 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 I supervision due to Jamie Larsen in Withers 141**

## **Supervisor Calendar for Year-Long Internship II**

### **Internship II – spring 2023**

**First week in January**– Interns report to assigned host school for the Internship II experience.

**Thursday, January 5** - Supervisor Training (**New supervisors only**) 9:00-11:00 (Location TBA - closer to the time of the training)

**Week of January 9** – Supervisors with interns in new placements need to meet with both intern and mentor for an introductory meeting.

**Tuesday, January 10** – Mentor Informational Meeting for all **new Internship II mentors** – virtual meeting, 5:00-6:00 (zoom link will be sent in advance) – If you have a mentor new to Internship II, please encourage them to attend. All mentors are welcome to attend, but new mentors really need to participate.

**Friday, January 13** - Final date for travel authorizations to be turned in to Jamie Larsen in Withers 141 – Per accounting, all authorizations have to include original signature (no scans).

**Thursday, February 16 – Wednesday, February 22** – Midterm evaluation conferences to be held

**Monday, February 20- Friday, March 24** – Full-time teaching (minimum)

**Thursday, February 23** - Midterm evaluation grades to be recorded in Wingspan by 5:00 pm

**Monday, February 27** - 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)

**Thursday, April 13 – Thursday, April 20** - Final evaluation conferences to be held

**Friday, April 21** - Last day of internship in the schools

**Monday, April 24 - Friday, May 5** - Days available for internship make-up in the schools

**Wednesday, May 3 or Friday, May 5** – Teacher Education Convocation – Wednesday, May 3 – candidates from CVPA, CAS, and all MAT programs (4:00-5:00) Plowden Auditorium - Friday, May 5 – candidates from the COE (4:00-5:00) Plowden Auditorium

**Wednesday, May 3** - Graduate degree grades reported in Wingspan (by 3:00)

**Thursday, May 4** - Undergraduate grades reported in Wingspan (by 9:00 am)

**Thursday, May 4** - 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

**Thursday, May 4** - Graduate Commencement – 7:00 pm – Winthrop Coliseum

**Saturday, May 6** - Undergraduate Commencement – Winthrop Coliseum (times TBA)

\*\*\*edTPA dates for spring 2023 are listed below. Program areas determine whether to follow the Submission Cycle 1 Calendar or the Submission Cycle 2 Calendar.

**edTPA Calendar Dates**

**Submission Cycle 1 Dates:**

***edTPA Friday workdays on campus- January 20, February 10, and February 24***

***edTPA uploaded to Via – Date chosen and communicated by program area***

***edTPA portfolio submission – week of March 6***

***(scores from cycle 1 submission will be back March 30)***

**Submission Cycle 2 Dates:**

***edTPA Friday workdays on campus – January 27, February 17, and March 3***

***edTPA uploaded to Via – Date chosen and communicated by program area***

***edTPA portfolio submission – week of March 20***

***(scores from cycle 2 submission will be back April 13)***