

# Supervisor Calendar for Year-Long Internship 2023-2024 – 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.**

## **Internship I – fall 2023**

**July 26** – Interns will begin at their host schools (the day their mentor teacher begins for the year).

**Wednesday, August 9, Thursday, August 10 or Friday, August 11** – **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 the session of your choice.

**Thursday, August 10 - 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 11 or Wednesday, August 16** - Supervisor meeting for ALL supervisors – 9:00-10:00 – **Supervisors choose 1 virtual meeting to attend.** Meeting location TBA

**Tuesday, August 15 - 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 17 - 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 22** - Interns begin reporting to their host schools on a modified schedule set up by individual program areas.

**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.)

**Wednesday, September 27- Tuesday, October 3** - Midterm conferences to be held (Fairfield schools not in session on October 9-13)

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

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

**Tuesday, December 5** – Study day – Interns are not required to report to their host school.

**Wednesday, December 6 – Tuesday, December 12** – Final exams – Interns are not required to report to their host school.

**Wednesday, December 13** – Required for Interns - Internship Boot Camp for Internship II – 8:00 am – 4:30 pm (interns to receive specific details)

**Thursday, December 14** – Interns report to host school every day until the district closes for winter break.

**Thursday, December 14** – Final Evaluation grades due in Wingspan by 5:00 PM

**Friday, December 15** - Final Evaluation Report and supporting evidence scanned and uploaded to SL&L, 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 Internship I supervision due to Jamie Larsen in Withers 141**

# Supervisor Calendar for Year-Long Internship II

## Fairfield County School District

### Internship II – spring 2024

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

**Thursday, January 4** - Supervisor Training (**New supervisors only**) 9:00-11:00 (Location TBA - closer to the time of the training)

**Week of January 8** – Supervisors meet with interns in new placements; need to meet with both intern and mentor for an introductory meeting.

**Tuesday, January 9** – 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 12** - 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).

**Monday, February 12 – Friday, February 16** – Midterm evaluation conferences to be held (Fairfield schools not in session February 19-23)

**Thursday, February 22** - Midterm evaluation grades to be recorded in Wingspan by 5:00 pm

**Monday, February 26- Friday, March 21** – Full-time teaching (minimum)

**Monday, February 26** - 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)

**Thursday, April 11 – Thursday, April 18** - Final evaluation conferences to be held

**Friday, April 19** - Last day of internship in the schools

**Monday, April 22 - Friday, May 3** - Days available for internship make-up in the schools

**Wednesday, May 1 or Friday, May 3** – Teacher Education Convocation –

Wednesday, May 1 – candidates from CVPA, CAS, and all MAT programs (4:00-5:00) Plowden Auditorium -

Friday, May 3 – candidates from the COE (4:00-5:00) Plowden Auditorium

**Wednesday, May 1** - Graduate degree grades reported in Wingspan (by 3:00)

**Thursday, May 2** - Undergraduate grades reported in Wingspan (by 9:00 am)

**Thursday, May 2** - Final Evaluation Report and supporting evidence scanned and uploaded to SL&L, 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 Internship II supervision due to Jamie Larsen in Withers 141**

**Thursday, May 2** - Graduate Commencement – 7:00 pm – Winthrop Coliseum

**Saturday, May 4** - Undergraduate Commencement – Winthrop Coliseum (times TBA)

\*\*\*edTPA dates for spring 2024 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 19, February 9, and February 23

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

edTPA portfolio submission – week of March 4

(scores from Cycle I submission will be back March 30 from Pearson)

**Submission Cycle 2 Dates:**

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

(scores from Cycle 2 submission will be back April 12 from Pearson)