

Supervisor Calendar for Year-Long Internship 2021-2022

Supervisor information/forms will be posted at

<http://www2.winthrop.edu/rex/rex/downloads.html>. 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 meetings for supervisors will be virtual for fall 21. I will send a link prior to meeting in order for you to join in.

Internship I – fall 2021

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 9.

Wednesday, August 4, Thursday, August 5 or Friday, August 6 – Required Initial Internship Institute for all Internship I teacher candidates – *August 4 (4:00pm-5:30pm), August 5 (2:00pm-3:30pm), August 6 (9:00am-10:30am)*– **Candidates will choose one of the dates to attend.** Candidates will be notified in advance of the meetings and will be sent links for joining the meeting.

Wednesday, August 11 - 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 12 - NEW Supervisor training- 9:00-11:00 – New supervisors will be notified with details in advance of the meeting. – This will be a virtual meeting through Zoom. (New supervisors will be notified with details and a link for joining the session in advance of the meeting.)

Friday, August 13 or Wednesday, August 18 - Supervisor meeting for ALL supervisors – 9:00-10:00 – virtual zoom meeting – A link will be mailed in advance and **Supervisors choose 1 virtual meeting to attend.**

Tuesday, 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 24 - Interns begin reporting to their host schools on a modified schedule set up by individual program areas.

Friday, August 27 - 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 30 – Expanded ADEPT training for mentors/supervisors who haven't had ADEPT training or SC Mentor Training – 4:00 pm – 6:00 pm (Dia Hablutzel will be notifying those needing this training.) This will be a virtual training through Zoom. – A link for this training will be sent in advance.

Thursday, September 30- Wednesday, October 6 - Midterm conferences to be held

Thursday, October 7 – Internship I midterm evaluation grades due on Wingspan by 5:00 pm

Monday, October 11 - 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 29 – Friday, December 3 – Final evaluation conferences to be held

Tuesday, December 7 – Study day – Interns are not required to report to their host school.

Wednesday, December 8 – Tuesday, December 14 – Final exams – Interns are not required to report to their host school.

Wednesday, December 15 – Required for Interns - Internship Boot Camp for Internship II – 8:00 am – 4:30 pm

Thursday, December 16 – Interns report to host school every day until the district closes for winter break.

Thursday, December 16 – Final Evaluation grades due in Wingspan by 5:00 PM

Friday, December 17 - 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 2022

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

Thursday, January 6 - Supervisor Training (**New supervisors only**) 9:00-11:00 (Location in Withers **OR** virtual training - TBA closer to the time of the training)

Week of January 10 – Supervisors with interns in new placements need to meet with both intern and mentor for an introductory meeting.

Tuesday, January 11 – 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 14 - 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).

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 – Virtual zoom meeting – link will be sent in advance

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

Monday, February 21- Friday, March 25 – Full-time teaching (minimum)

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)

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

Friday, April 22 - Last day of internship in the schools

Monday, April 25 - Friday, May 6 - Days available for internship make-up in the schools

Week of May 2 – Teacher Education Convocation – specific dates and times TBA

Wednesday, May 4 - Graduate degree grades reported in Wingspan (by 3:00)

Thursday, May 5 - Undergraduate grades reported in Wingspan (by 9:00 am)

Thursday, May 5 - 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 5 - Graduate Commencement – 7:00 pm – Winthrop Coliseum

Saturday, May 7 - Undergraduate Commencement – Winthrop Coliseum (times TBA)

***edTPA dates for spring 2022 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 21, February 11, and February 25

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

edTPA portfolio submission – week of March 7

(scores from cycle 1 submission will be back March 31)

Submission Cycle 2 Dates:

edTPA Friday workdays on campus – January 28, February 18, and March 4

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

edTPA portfolio submission – week of March 21

(scores from cycle 2 submission will be back April 14)