




Spring 2018 Teaching Internship Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
JANUARY	1	2	3	4	5
				Starkville Orientation Location: Bost 9:00 a.m.	Classroom Management/Seminar for local students. Distance students are invited but not required to attend <u>Meridian Campus Orientation</u>
	8	9	10	11	12
	1st PL Week 2	Report to Schools by 7:15 am BEGINNING OF 1ST PLACEMENT	Interns should send home introduction letters and permission forms sometime this week with ALL students. (After approval from Univ. Sup. & CMT.) Class schedules are due in Taskstream by Friday, January 12, 2018.		Weekly Plans Give paper copy to CMT & submit a copy in Taskstream for US <u>EACH WEEK</u>
	15	16	17	18	19
	1st PL Week 3	MLK Holiday		Interns should have completed the Dispositions Self-Assessment in Taskstream	CMTs should have completed the Confirmation of Training form in Taskstream
	22	23	24	25	26
1st PL Week 4				Observation Assignments I & II DUE	
FEBRUARY	Monday	Tuesday	Wednesday	Thursday	Friday
	29	30	31	1	2
	1st PL Week 5			Formative Assessments should be entered in Taskstream	AMIE DEAN WORKSHOP REQUIRED FOR ALL LOCAL AND MERIDIAN INTERNS LOCATION: TBD 8:00-4:00
	5	6	7	8	9
	1st PL Week 6				
	12	13	14	15	16
	1st PL Week 7	Begin Summative Assessments		Video Self-Reflection Assignment DUE	
19	20	21	22	23	
1st PL Week 8				Summative Assessments should be entered in Taskstream	
MARCH	Monday	Tuesday	Wednesday	Thursday	Friday
	26	27	28	1	2
1st PL Week 8		Differentiated Instruction Assignment DUE	Summative Assessments, Dispositions, & CAPA in Taskstream	Observation III Assignment DUE	LAST DAY IN 1ST PLACEMENT Tardies & absences entered in Taskstream Resumes Due for Education Interview Day

MARCH		Monday	Tuesday	Wednesday	Thursday	Friday
		5	6	7	8	9
	2nd PL Week 1 (9)	BEGINNING OF 2 ND PLACEMENT	If assigned two placements: Submit Introduction letter to University Supervisor via email. Class schedules are due in Taskstream by March 9, 2018.		Continue submitting weekly plans to CMT and University Supervisor <i>*Apply for May 2018 degree Jan. 16 – March 9*</i>	
		12	13	14	15	16
	S P R I N G H O L I D A Y S Interns will follow the spring break schedule of the school district in which they are placed.					
		19	20	21	22	23
	2nd PL Week 2 (10)					
		26	27	28	29	30
2nd PL Week 3 (11)	Begin Formative Assessments				Good Friday Holiday	

APRIL		Monday	Tuesday	Wednesday	Thursday	Friday
		2	3	4	5	6
	2nd PL Week 4 (12)		Starkville Education Interview Day Required (See Timeline)			Formative Assessments should be entered in Taskstream
		9	10	11	12	13
	2nd PL Week 5 (13)				Family Involvement Assignment DUE	Meridian Education Interview Day Required (See Timeline)
		16	17	18	19	20
	2nd PL Week 6 (14)	Begin Summative Assessments		Impact on Student Learning assignment DUE		
		23	24	25	26	27
2nd PL Week 7 (15)		Interns complete disposition self-assessment, exit surveys, end-of-placement evaluations, and other necessary forms by April 27.		Summative Assessments, Dispositions, CAPA, Absences & Tardies should be entered in Taskstream		

MAY		Monday	Tuesday	Wednesday	Thursday	Friday
		30	1	2	3	4
	2nd PL Week 8 (16)	Final Grades due by 12:00 noon	LAST DAY IN 2 ND PLACEMENT	Starkville Wrap-Up Day Location: TBD	MSU Graduation: TBA	

IMPORTANT:

January 16 – March 9
March 10 – April 25

All May 2017 graduating interns MUST apply online for degree via myState - \$50 fee
Last day to apply for degree with a \$50 fee plus \$100 late application fee

IF THERE IS NOT A PLACE TO PUT LESSON PLANS IN TASKSTREAM-EMAIL TO SUPERVISOR FOR FEEDBACK.