Fall 2017 Supervisor Calendar

December Graduates (Internship II)

Supervisor information/forms will be posted at http://www2.winthrop.edu/rex/rex/downloads.html. There is also a ppt. with information needed for the fall semester. Please go through the ppt. and let me know if you have any questions. NEW supervisors will have in-depth training at the beginning of the semester. All supervisors will be involved with Internship Evaluation reliability training throughout the fall and spring semesters.

Friday, August 11 – Internship Boot-Camp for Internship II Teacher Candidates – 1:00-5:00 – Withers 119 (see Internship II calendar on the website for additional session dates during the semester)

Friday, August 25 - Final date for travel authorizations to be turned in to 141 Withers. Per accounting, all authorizations have to include original signature (no scan) (Please note that authorizations need to be in place by the time you plan to conduct your introductory meetings with the interns you supervise and their mentors. Introductory meetings need to take place within the first two weeks of school.)

Friday, August 25- NEW Supervisor training- 9:00-11:00 (Location TBA)

Monday, August 28 - ADEPT training for mentors/supervisors who haven’t had ADEPT training or SC Mentor Training (Dia Hablutzel will be notifying those needing this training.) 2:00-5:00 – Withers 401

Monday, August 28 - Mentor Informational Meeting – 5:00-6:00 – Plowden Auditorium in Withers *One of two dates offered (supervisors are welcome to attend – new supervisors are encouraged to attend one of the sessions)

Tuesday, September 5 - Mentor Informational Meeting – 4:30-5:30 – Plowden Auditorium in Withers *One of two dates offered (supervisors are welcome to attend – new supervisors are encouraged to attend one of the sessions)

Thursday, September 14- Long Range Plan uploaded to LiveText by intern II teacher candidate for university supervisor grading (to be evaluated using the Internship Evaluation Rubric).

***Supervisors will notify students who need to complete this assignment. Most students completed this assignment in Internship I, but not all. Also, the supervisor may request an
intern complete the LRP even though one was completed in Internship I since this is a new group of students.

**Week of October 2-November 3** – Intern full-time teaching

**Wednesday, September 27-Tuesday, October 3** – mid-term conferences to be held

**Thursday, October 5** - Midterm evaluation grades reported in Wingspan

**Thursday, October 12**- Midterm Evaluation Report scanned, along with supporting evidence, to upload to LiveText, and evaluation rubric recorded on LiveText by university supervisor- (supporting evidence- supervisor observations, site-based observer observations, and, if on contract, mentor observations)

**Week of November 27** – Final evaluation conferences to be held

**Wednesday, December 6** – Final day for Internship II teacher candidates in the schools

**December 7-December 15** – Days to be used for Internship II teacher candidate make-up in the schools

**Wednesday, December 13** – Graduate degree grades to be entered into Wingspan (3 pm)

**Thursday, December 14** – Final day for Senior grades to be entered into Windspan (9 am)

**Friday, December 15** - Final Evaluation Report scanned, along with supporting evidence, to upload to LiveText, and evaluation rubric recorded on LiveText by university supervisor- (supporting evidence- supervisor observations, site-based observer observations, and, if student on contract, mentor observations) **Travel reimbursement for supervision due**

**Saturday, December 16** – Undergraduate and Graduate Commencement – 11 am – Winthrop Coliseum

In addition to the dates listed above, edTPA work sessions on campus for Internship II teacher candidates will be on select Fridays (all day) during the semester. The dates are: August 25, September 15, and September 29. edTPA portfolio submission is due October 10.