

Semester at a Glance for Internship 1

Classroom visits for observation and/or evaluation

	Weeks 1 – 2	Weeks 3 – 5	Weeks 6 – 8	Weeks 9 – 13	Weeks 14 – 16
Expected Action	Supervisor Initial Meeting with Mentor	At least 2 formal observations from Supervisor and 1 from Mentor	Mid-semester 7 week Triad with CCAST form	At least 2 formal observations from Supervisor and 1 from Mentor	Final 15 week Triad with CCAST form
Details for fulfilling expected actions.	<ul style="list-style-type: none"> Supervisor answers any questions mentor may have. Together, review observation forms. (mentor and supervisor will utilize the criteria of the CCAST rubric to provide evidence and feedback to you to give a sense of where you are in the continuum). Review CCAST forms (rubric used to score candidate performance at weeks 7 and 15) and expectations for Triad/consensus meeting. 	<ul style="list-style-type: none"> Supervisor and Mentor will complete observation form (found both on OFS website and attached to email from OFS Placement Coordinator). Observer will: <ul style="list-style-type: none"> script lesson while observing Discuss goals for improvement and areas of strength Discuss next steps Using rubrics and “look-fors”, complete consensus 	<ul style="list-style-type: none"> Schedule a time that all three people can sit down for 45 minutes to an hour. Review procedures for scoring for the CCAST. Come to the Triad conference with your own CCAST form completed and 1 – 2 goals for yourself for the remainder of the semester. Come to a consensus as a group of 3. Supervisor will record and submit the consensus scores. 	<ul style="list-style-type: none"> Supervisor and Mentor will complete observation form (found both on OFS website and attached to email from OFS Placement Coordinator). Observer will: <ul style="list-style-type: none"> script lesson while observing Discuss goals for improvement and areas of strength Discuss next steps Using rubrics and “look-fors”, complete consensus Consider growth since previous observations and specifically regarding goals set at Triad 	<ul style="list-style-type: none"> Schedule a time that all three people can sit down for 45 minutes to an hour. Review procedures for scoring for the CCAST. Come to the Triad conference with your own CCAST form completed and 1 – 2 goals for yourself for professional growth. Supervisor will record and submit the consensus scores.

Critical points of communication with OFS and intern

Supervisor communicates with OFS staff member regarding any concern(s) with respect to student disposition or pedagogical skill at the **beginning of week 4** and at the **beginning of week 10**. The Week 10 communication is critical in that the last day to withdraw for the semester is the final day of week 10. OFS initiates the arbitration process for any student at risk of an unsatisfactory to put a plan for success or an alternate path in place.

Week 4 communication deadline _____

Week 10 communication deadline _____