

# Supervisor Calendar for Year-Long Internship 2024-2025 – Chester, Clover, Fairfield & York County School Districts

Supervisor information/forms will be posted at <https://www.winthrop.edu/ceshs/rex/field-office-internship-and-field-experience.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, some supervisor meetings will be via Zoom, others will be in-person.

**\*\* 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 2024**

**July 25** – Interns will begin at their host schools (the day their mentor teacher begins for the year).

**Monday, August 5 – Required** Initial Internship Institute for all Internship I teacher candidates. The session will be held in the Student Activity Center then Plowden Auditorium and will run from 4:00-6:00. Feel free to join the session.

**Thursday, August 8 - NEW Supervisor training on WU forms and processes- 9:00-11:00** – New supervisors will be notified of the location prior to the meeting.

**Monday, August 12 or Wednesday, August 14** - Supervisor meeting for ALL supervisors – 9:00-10:00 – **Supervisors choose 1 virtual meeting to attend.** Meeting location TBA

**Tuesday, August 13 - 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 15 - 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 20** - Interns begin reporting to their host schools on a modified schedule set up by individual program areas.

**Friday, August 23** - Final date for travel authorizations to be turned in to Jamie Larsen in 141 Withers. Per accounting, all authorizations have to include original signature. Although original signatures are preferred, *digital signatures that are accepted as long as it is a capture of your hand-written signature*. 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.)

**Thursday, September 26– Friday, October 4** - Midterm conferences to be held (Chester, Clover, and York schools not in session October 7-11/Fairfield October 15-18)

**Thursday, October 3** – Internship I midterm evaluation grades due on Wingspan by 5:00 pm

**Monday, October 7** - Midterm 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)

**Friday, October 11 – Monday, October 14**- Winthrop Fall Break; No Winthrop classes; interns report to host school on designated internship days

**November 5** – Election Day; No school

**Monday, November 18 – Friday, November 22** – Final evaluation conferences to be held

**Tuesday, December 3** – Study day – Interns are not required to report to their host school.

**Wednesday, December 4 – Tuesday, December 10** – Final exams – Interns are not required to report to their host school.

**Wednesday, December 11** – Required for Interns - Internship Boot Camp for Internship II – 8:00 am – 4:30 pm (interns to receive specific details)

**Thursday, December 12** – Interns report to host school every day until the district closes for winter break.

**Thursday, December 12** – Final Evaluation grades due in Wingspan by 5:00 PM

**Friday, December 13** - 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

## Chester, Clover, Fairfield & York County School Districts

### Internship II – spring 2025

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

**Friday, January 3** - Supervisor Training (**New supervisors only**) 9:00-11:00 (Location TBA -closer to the time of the training)

**Week of January 6** – Supervisors meet with interns in new placements; need to meet with both intern and mentor for an introductory meeting.

**Tuesday, January 7** – 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 10** - Final date for travel authorizations to be turned in to Jamie Larsen in Withers 141 – Per accounting, all authorizations have to include original signature. Although original signatures are preferred, *digital signatures that are accepted as long as it is a capture of your hand-written signature.*

**Thursday, February 13 – Wednesday, February 26** – Midterm evaluation conferences to be held (Chester, Clover, & Fairfield schools not in session February 17-21/York- February 24-28)

**Thursday, February 27** - Midterm evaluation grades to be recorded in Wingspan by 5:00 pm

**Monday, February 24- Friday, April 4** – Full-time teaching (minimum)

**Monday, March 3** - Midterm 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)

**Thursday, April 10 – Thursday, April 17** - Final evaluation conferences to be held

**Friday, April 18**- Last day of internship in the schools (**Most districts will be on spring break April 21-25- no makeup days available this week**)

**Monday, April 28 - Friday, May 2** - Days available for internship make-up in the schools

**Wednesday, May 7 or Friday, May 9** – Teacher Education Convocation –

Wednesday, May 7 – candidates from CVPA, CAS, and all MAT programs (4:00-5:00) Plowden Auditorium

Friday, May 9 – candidates from the CESHs (4:00-5:00) Plowden Auditorium

**Wednesday, May 7** - Graduate degree grades reported in Wingspan (by 3:00)

**Thursday, May 8** - Undergraduate grades reported in Wingspan (by 9:00 am)

**Thursday, May 8** - 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 8** - Graduate Commencement – 7:00 pm – Winthrop Coliseum

**Saturday, May 10** - Undergraduate Commencement – Winthrop Coliseum (times TBA)

\*\*\*edTPA dates for spring 2025 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 17, February 7, and February 21

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

**edTPA portfolio submission – week of March 6**

(scores from Cycle 1 submission will be **back March 27** from Pearson)

**Submission Cycle 2 Dates:**

edTPA Friday workdays on campus – January 24, February 14, and March 7

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

**edTPA portfolio submission – week of March 20**

(scores from Cycle 2 submission will be **back April 10** from Pearson)