

INTERN/MENTOR TEACHER TRANSITION PLAN for Dec. 2024 Graduates – FM, Lancaster, RH
(This is ONLY a model to help organize internship. This is not a requirement)

WEEK OF:	Subject/ Class 1	Subject/ Class 2	Subject/ Class 3	Subject/ Class 4	Subject/ Class 5	Other	INTERN RESPONSIBILITIES
July 29							<ul style="list-style-type: none"> Begin Internship in host school – attend professional development/faculty sessions – get acquainted with faculty in the building, work with the mentor on classroom set-up and assist with any class preparations and co-planning, share calendar for the fall semester with mentor and discuss important expectations and dates Work with mentor on planning for student assessment, planning for instruction/co-teaching segments of lessons, etc.
Aug 5	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> Plan and co-teach segments of lessons with mentor teacher-
Aug 12	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue planning and solo/co-teaching with mentor Friday, Aug 18- <i>Initial Internship II Institute</i> – 9:00 -3:00 Details will be forthcoming on location – check emails for updates
Aug 19	MI	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue planning and solo/co-teaching with mentor <u>Intern plans for the teaching of 1 subject/class period to be taught every day next week</u> – (<i>intern plans to teach solo or take lead in co-teaching, intern to take lead in planning, material preparation, etc.</i>)
Aug 26	I	MI	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue planning and solo/co-teaching with mentor <u>Intern teaches 1 subject/class period every day</u> (<i>intern has planned lessons, etc. – will take lead in teaching and assessment of subjects</i>) <u>Intern plans for the teaching of 2 subjects/class periods to be taught every day next week</u>- (<i>intern to teach solo or take lead in co-teaching, intern to take lead in material preparation, etc.</i>) Friday, August 30– edTPA session (all day) – details will be forthcoming
Sept 2	I	I	MI	MI	MI	MI	<ul style="list-style-type: none"> Continue planning and solo/co-teaching with mentor <u>Intern teaches 2 subjects/class periods every day</u> (<i>intern has planned lessons, etc. – will take lead in teaching and assessment of subjects</i>) <u>Intern plans for the teaching of 3 subjects/class periods to be taught every day next week</u> - (<i>intern to teach solo or take lead in co-teaching, intern to take lead in material preparation, etc.</i>)

IO/MI= Intern Observes and Co-Teaches Segments of lessons MI= Intern and Mentor Co-teach and share the lead in all aspects of teaching
I = Intern takes lead for co-teaching and solo teaching experiences that include planning, instruction, assessment and managing the environment

INTERN/MENTOR TEACHER TRANSITION PLAN for Dec. 2024 Graduates – FM, Lancaster, RH
(This is ONLY a model to help organize internship. This is not a requirement)

Sept 9				MI	MI	MI	<ul style="list-style-type: none"> Continue planning and solo/co-teaching with mentor <u>Intern teaches 3 subjects/class periods every day</u> (<i>intern has planned lessons, etc. – will take lead in teaching and assessment of subjects</i>) <u>Intern plans for the teaching of 4 subjects/class periods to be taught every day next week</u> - (<i>intern to teach solo or take lead in co-teaching, intern to take lead in material preparation, etc. Remember, keep a good balance between solo teaching and co-teaching</i>)
Sept 16					MI	MI	<ul style="list-style-type: none"> Continue lead planning and solo/co-teaching with mentor <u>Intern teaches 4 subjects/class periods every day</u> (<i>intern has planned lessons, etc. – will take lead in teaching and assessment of subjects</i>) <u>Intern plans to begin teaching full-time beginning next week</u> Friday, September 20 – edTPA session (all day) – details will be forthcoming
Sept 23					MI	MI	<ul style="list-style-type: none"> FULL TIME TEACHING (co-teaching/solo) begins Monday, September 23 and runs through Friday, November 15. (<i>Remember...a good balance between co-teaching and solo teaching</i>) Thursday, September 26 – Friday, October 4 – Mid-term conferences
Sept 30							<ul style="list-style-type: none"> Friday, October 4 – edTPA session (all day) – details will be forthcoming FULL TIME TEACHING (co-teaching/solo) Mid-term conferences continue through Friday, October 4
Oct 7							<ul style="list-style-type: none"> FULL TIME TEACHING (co-teaching/solo)
Oct 14							<ul style="list-style-type: none"> Wednesday, October 16 – edTPA uploaded to SL&L Week of October 24 – edTPA portfolio submission for Pearson grading
Oct 21							<ul style="list-style-type: none"> FULL-TIME TEACHING (co-teaching/solo) Week of October 24 – edTPA portfolio submission for Pearson grading
Oct 28							<ul style="list-style-type: none"> FULL-TIME TEACHING (co-teaching/solo)
Nov 4							<ul style="list-style-type: none"> FULL TIME TEACHING ends Nov. 15 – work with mentor for <u>a plan</u> on giving back subjects/class periods (example: what subject to give back first, what you might need to continue teaching until the end of the semester, etc.) Teach/plan and work with mentor on giving back 2 subjects/class periods next week.

IO/MI= Intern Observes and Co-Teaches Segments of lessons MI= Intern and Mentor Co-teach and share the lead in all aspects of teaching
I = Intern takes lead for co-teaching and solo teaching experiences that include planning, instruction, assessment and managing the environment

INTERN/MENTOR TEACHER TRANSITION PLAN for Dec. 2024 Graduates – FM, Lancaster, RH
(This is ONLY a model to help organize internship. This is not a requirement)

Nov 11	I	I	I	I	IO/MI	IO/MI	<ul style="list-style-type: none"> • Intern continues to co-teach/solo teach in own classroom – observe in other classrooms as well - The mentor sets up classroom visits, etc. with other teachers. Intern has responsibility for meeting and planning with the other teacher(s) for co-teaching in their classrooms. - Work with mentor on giving back 4 subjects/class periods for week after break
Nov 18	I	I	IO/MI	IO/MI	IO/MI	IO/MI	<ul style="list-style-type: none"> • Intern continues to co-teach/solo teach in own classroom – observe in other classrooms as well - The mentor sets up classroom visits, etc. with other teachers. Intern has responsibility for meeting and planning with the other teacher(s) for co-teaching in their classrooms • Final evaluation conferences – Monday, November 18- Friday, November 22 • Final day of internship – Tuesday, November 26
Nov 25	IO/MI	IO/MI					<ul style="list-style-type: none"> • Final day of internship – Tuesday, November 26 • Thanksgiving Break
Dec 2 - Dec 13							<ul style="list-style-type: none"> • Make-up days for internship, if needed – December 2 – 13 • Week of December 11 – Teacher Education Convocation – Specific time and location TBA – details about this special event will be communicated, in advance, to interns
Dec 13							<ul style="list-style-type: none"> • Teacher Education Convocation Ceremony – 4:00 pm

IO/MI= Intern Observes and Co-Teaches Segments of lessons MI= Intern and Mentor Co-teach and share the lead in all aspects of teaching
I = Intern takes lead for co-teaching and solo teaching experiences that include planning, instruction, assessment and managing the environment