

Supervisor Calendar for Year-Long Internship 2024-2025 – Fort Mill, Rock Hill & Lancaster 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

August 1 (Aug 5- Lancaster) – 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. 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

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

Fort Mill, Rock Hill & Lancaster 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 (no scans).

Thursday, February 13 – Wednesday, February 26 – Midterm evaluation conferences to be held

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)