

**ARKANSAS STATE UNIVERSITY  
CALENDAR OF TEACHING INTERNSHIP  
Fall 2018**

- August 16     **Teacher Intern Orientation** – All Jonesboro Elementary, Middle Childhood, MAT/MLED, Secondary 7-12, and K-12 Education majors attend from **8:30 -12:00 pm** and report back from **1:00 – 4:00 pm**. (Location: ASU Museum located in the Library, rooms 156/256 and Museum 157)
- August 17     **Teacher Intern Seminar** – All Jonesboro Elementary, Middle Childhood, MAT/MLED (interns without jobs), and Secondary attend the seminar meetings from 8:30 - 11:30 a.m. and 1:00 p.m. - 4:00 p.m. (Location: ASU Museum located in the Library, rooms 156/256 and Museum 157)
- August 20     **First day of internship for all Elementary, Middle Childhood, MAT/MLED, Secondary 7-12, and K-12 majors.** Report to principals of cooperating schools at 7:45 a.m. unless otherwise notified.
- October 5     **Fall 2018 Elementary Teacher Interns** – All Live Text portfolios for these majors are due and should be submitted to your university supervisors on this day in order for the supervisors to have enough time to review and grade them prior to grades being due **October 12**.
- October 12     End of 1st 8-week teaching session for Elementary, MAT/MLED (excluding those having a job and/or a 16 week placement), and all Secondary 7-12 and K-12 majors who have two placements. Evaluation Packets for all Elementary must be collected and completed by university & clinical supervisors, and submitted by university supervisor to **PEP Electronic Dropbox** by this date! **University Supervisors are responsible for ensuring this occurs and for posting grades at the end of the semester.**
- Items included in submission: Summative Evaluation; University Supervisor Formative Evaluations and Post Conference Reflections in numeric order from 1<sup>st</sup> evaluation to last evaluation for the 8-weeks; and then Clinical Supervisor’s Formative and Post Conference Reflections in numeric order from 1<sup>st</sup> evaluation to last evaluation for the 8-weeks. Attendance forms and any other supporting materials should also be submitted.
- October 15     Beginning of 2nd 8-week teaching internship session for Elementary, MAT/MLED without jobs, Secondary 7-12 and K-12 majors with two placements. Report to principals of cooperating schools at 7:45 a.m. unless otherwise notified.
- October 17     **Teacher Intern Seminar** – All Jonesboro Elementary, Middle Childhood, MAT/MLED (those without a job), Secondary, and K-12 Education Majors report to the Student Union Auditorium from 8:30 a.m. - 10:00 a.m. for licensure information and application checklist. (10:00 a.m. – 2:00 pm has been designated for attending the job fair in the Student Union-Centennial Hall). Return to Student Union Auditorium from 2:00pm – 4:00 pm for Seminar.
- November 30   **Fall 2018 Teacher Interns** – All Live Text portfolios for all majors are due and should be submitted to your university supervisors on this day in order for the supervisors to have enough time to review and grade them prior to grades being due **December 7**.

- December 4 **Exit Evaluation and Evaluation of Teaching Internship Experiences - Jonesboro, Elementary, Middle Childhood, Secondary 7-12, and K-12 majors, 1:00 p.m. - 4:00 p.m. **Location: Education 209 (Specific time schedules are TBA). This does not conclude your internship.****
- December 4 **Exit Evaluation and Evaluation of Teaching Internship Experiences – MAT/MLED majors, 4:00 p.m. – 6:00 p.m. **Location: Education 209. This does not conclude your internship.****
- December 7 Evaluation Packets for all Elementary, Middle Childhood, MAT/MLED, Secondary 7-12, and K-12 interns must be completed by the university and clinical supervisors, and submitted by the university supervisor to **PEP Electronic Dropbox** by this date.
- Items included in submission: Summative Evaluation; University Supervisor Formative Evaluations and Post Conference Reflections in numeric order from 1<sup>st</sup> evaluation to last evaluation for the 8-weeks or 16 weeks; and then Clinical Supervisor’s Formative and Post Conference Reflections in numeric order from 1<sup>st</sup> evaluation to last evaluation for the 8-weeks or 16 weeks. Attendance forms and any other supporting materials should also be submitted.
- December 7 Last full day of teaching internship for Elementary, Middle Childhood, MAT/MLED, Secondary 7-12, and K-12 Education.
- December 8 Commencement, Convocation Center – 10:00 am (All graduating interns should report to Hames rooms no later than 9:00 am.)
- December 13 All Final Grades for graduating seniors for Elementary, Middle Childhood, MAT/MLED, Secondary 7-12, and K-12 majors must be submitted by 12:00 noon by the University Supervisor on this date. **University Supervisors are responsible for ensuring this occurs and for posting grades. Please keep a copy for your records.**
- December 15 Degree Conferral Date

## **SAVE THE DATE!!**

**Arkansas State University’s**

### **Campus Wide Career Fair**

**Student Union – Centennial Hall**

**October 17, 2018**

**10:00 a.m. - 2:00 p.m.**

### **2019 Spring Career Fair for Education Majors**

**Student Union - Centennial Hall**

**February 27, 2019**

**10:00 a.m. - 2:00 p.m.**