

**ARKANSAS STATE UNIVERSITY
CALENDAR OF TEACHING INTERNSHIP
Spring 2014**

- January 16 **Teacher Intern Orientation – All Early Childhood, Early Childhood/Special Education, and Middle Level majors report to Convocation Center (lower red entrance), 9:30 a.m. - 11:30 p.m., for general information and report from 1:00 – 4:30 for seminar meetings and university supervisor meetings.**
- January 17 **Teacher Intern Orientation – Secondary Education majors report to Convocation Center (Auditorium, lower red entrance) for general information; 8:30 a.m. - 11:30 p.m. Secondary Education majors report back to the Convocation Center (Hames Rooms A & B, lower red entrance); 1:00 - 4:30 p.m. for seminar.**
- January 17 **Teacher Intern Seminar – Jonesboro, ANC, Mid-South, and Newport Early Childhood, Early Childhood/Special Education, and Middle Level majors report to Convocation Center (Hames Rooms A & B, lower red entrance); 8:30 a.m. -11:30 a.m., for seminar. Early Childhood, Early Childhood/Special Education, and Middle Level majors report back to the Convocation Center (Auditorium, lower red entrance) for seminar meetings 1:00-4:00 p.m. Beebe and Mountain Home Early Childhood, Early Childhood/Special Education, and Middle Level interns report to branch campuses for seminar meetings.**
- January 21
(Tuesday) **First day of internship for all Early Childhood, Early Childhood/Special Education, Middle Level and Secondary majors.** Report to cooperating schools at designated beginning time of teachers.
- Note: Program of Study – Secondary Education majors** will report to the following class each Monday of the internship: Curriculum and Assessment in Eugene Smith 407, 1:00 p.m. - 4:00 p.m.
- February 21 **Teacher Intern Seminar – Jonesboro and Mid-South Early Childhood, Early Childhood/Special Education, and Middle Level interns report to Convocation Center, (lower red entrance), 8:30 – 11:30 a.m. and 1:00 p.m. – 4:00 p.m. for seminar meetings.**
- February 21 **Teacher Intern Seminar – Beebe and Mountain Home Early Childhood, Early Childhood/Special Education, and Middle Level interns report to branch campuses for seminar meetings.**
- Mar. 7 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 March 14.
- March 14 End of 1st 8-week teaching session for **Early Childhood, Early Childhood/Special Education & Middle Level majors.** Evaluation Form Packets for all Early Childhood, Early Childhood/Special Education, & Middle Level students must be completed by university & clinical supervisors, and submitted by university supervisor to **Ashley Thomas' Office, ED 338** by this date! **University Supervisors are responsible for ensuring this occurs and for posting grades at the end of the semester.**
- Format for packet submission: Summative form on top; University Supervisor's Formative forms and Post Conference forms in numeric order from 1st evaluation to last evaluation for the 8-weeks; and then Clinical Supervisor's Formative and Post Conference forms in numeric order from 1st evaluation to last evaluation for the 8-weeks all stapled together. **Attendance forms and any other supporting materials should be turned in separately.**
- March 17 Beginning of 2nd 8-week teaching internship session for Early Childhood, Early Childhood/Special Education, Middle Level, Art, PE/Health, and Vocal Music majors (with two placement). Report to cooperating schools at designated beginning time of teachers.

- April 4 **Teacher Intern Seminar - ALL Early Childhood, Early Childhood/Special Education, and Middle Level** majors report to Jonesboro campus in the Convocation Center (lower red entrance), 9:30 - 11:30 a.m. and 1:00 - 4:00 p.m. for seminar meetings.
- May 2 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 May 9.
- May 6 Evaluation of teaching internship experiences and Exit Evaluation for All Beebe, Jonesboro, Mountain Home, and MSCC Early Childhood, Early Childhood Special Education, Mid-Level, and MAT Education majors, & Secondary Education majors report to the Jonesboro campus, 8:15 a.m. - 4:30 p.m. Specific times and locations for campuses TBA. **This does not conclude your internship.**
- May 9 Evaluation Packets for all **Early Childhood, Early Childhood/Special Education and Middle Level** interns must be completed by the university and clinical supervisors, and submitted by the university supervisor to **Ashley Thomas' Office, ED 338** by this date.
- Evaluation Packets for all **Secondary** interns must be completed by the university and clinical supervisors and submitted by the university supervisor to the **PEP office, Education 213** by this date. **All University Supervisors are responsible for ensuring that this occurs.**
- Format for packet submission: Summative form on top; University Supervisor's Formative forms and Post Conference forms in numeric order from 1st evaluation to last evaluation for the 8-weeks; and then Clinical Supervisor's Formative and Post Conference forms in numeric order from 1st evaluation to last evaluation for the 8-weeks all stapled together. Attendance forms and any other supporting materials should be turned in separately.
- May 13 Last full day of teaching internship for Early Childhood, Middle Level Education majors, and Secondary Education.
- May 15 Grades for all graduating seniors for Early Childhood, Early Childhood/Special Education, Middle Level, and Secondary 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.**

Mark your calendar! Plan to attend!!

ANNOUNCING !!!!!!!

**Arkansas State University's
Spring Annual Job Fair
for
Education, Nursing & Health Professions
Student Union: Centennial Hall
Tentative Date:
March 12, 2014
10:00 a.m. - 2:00 p.m.**