

**ARKANSAS STATE UNIVERSITY  
CALENDAR OF TEACHING INTERNSHIP  
Spring 2015**

- January 8      **Teacher Intern Orientation – All Early Childhood, Early Childhood/Special Education, and Middle Level majors report to Convocation Center, Auditorium and Hames A, B, and C, (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 9      **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 9      **Teacher Intern Seminar – Jonesboro and Mid-South 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 12     **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 2     **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 2     **Teacher Intern Seminar – Beebe and Mountain Home Early Childhood, Early Childhood/Special Education, and Middle Level interns report to branch campuses for seminar meetings.**
- February 27    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 6.
- March 6        End of 1st 8-week teaching session for **Early Childhood, Early Childhood/Special Education & Middle Level majors.** Evaluation Form Packets for Jonesboro and Mid-South must be submitted to Darlene Etter in Education 379, Beebe evaluations submitted to Dr. Tonja Fillippino, and Mountain Home evaluations submitted to Dr. Paula Stewart 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 1<sup>st</sup> evaluation to last evaluation for the 8-weeks; and then Clinical Supervisor’s Formative and Post Conference forms in numeric order from 1<sup>st</sup> evaluation to last evaluation for the 8-weeks all stapled together. **Attendance forms and any other supporting materials should be turned in separately.**
- March 9        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 3      **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.**
- April 24      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 1.
- April 28      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** 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 1      Evaluation Form Packets for Jonesboro and Mid-South must be submitted to Darlene Etter in Education 379, Beebe evaluations submitted to Dr. Tonja Fillippino, and Mountain Home evaluations submitted to Dr. Paula Stewart by this date! University Supervisors are responsible for ensuring this occurs and for posting grades at the end of the semester.
- 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 1<sup>st</sup> evaluation to last evaluation for the 8-weeks; and then Clinical Supervisor's Formative and Post Conference forms in numeric order from 1<sup>st</sup> evaluation to last evaluation for the 8-weeks all stapled together. Attendance forms and any other supporting materials should be turned in separately.
- May 5      Last full day of teaching internship for Early Childhood, Middle Level Education majors, and Secondary Education.
- May 6      Evaluation of teaching internship experiences and Exit Evaluation for **Secondary** Education majors report to the Jonesboro campus, 9:00 a.m. - 12:00 noon. Location: Education 209.
- May 7      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 , 2015  
10:00 a.m. - 2:00 p.m.**