

Supervisor Due Dates

<i>DUE DATES</i>	<i>ITEM</i>
August 10, 2018	University Field Supervisor Meeting Survey
August 10, 2018	Supervisor Data Form (electronic submittal)
August 16, 2018	Clinical Student Teacher Orientation, MCL Auditorium, 8:00 am-4:00 pm
August 16, 2018	Meeting with Clinical Student Teachers, MCL Auditorium, 9:30-11:30 am University Field Supervisor Training Confirmation Request for Travel Authorization (RTA) from full-time faculty
August 16, 2018	Mandatory Clinical Student Teacher, "Behavior Management, Part I" Seminar, 12:30 pm-2:30 pm, MCL Auditorium
August 20, 2018	First day of Clinical Student Teaching Assignment
August 20-31, 2018	First site visit
Due after each observation (to supervisor, principal, cooperating and mentor teacher)	Clinical Student Teacher or Intern Self-Assessment/Reflection Form submitted online
August – November	Departmental Seminars
September 3, 2018	Labor Day Holiday
September 7, 2018	Confirm Cooperating or Mentor Teacher submitted electronic Data Sheet and Letter of Agreement
September 7, 2018	Mentor Training Form (Cooperating Teachers or Mentor Teachers)
October 5, 2018	End of First 7-week Assignment
October 8, 2018	Early Alert Report for unsatisfactory progress submitted online
October 8, 2018	Second 7-week Assignments Begin
October 8-18, 2018	First site visit for students in two 7-week sessions
October 16, 2018	Confirm second session Cooperating Teacher submitted electronic Data Sheet and Letter of Agreement
October 16, 2018 (First 7-weeks of session due to principal, cooperating teacher, university supervisor, if applicable, and <u>submitted online</u> to the office after each visit or by due date)	Cooperating or Mentor Teacher Observation Forms Clinical Student Teacher or Intern Lesson Observation Forms Classroom Observation Reports/Mid-Term Evaluation of Performances Clinical Student Teacher or Intern Self-Assessment/Reflections
October 18, 2018	Mentor Training Form (Cooperating Teachers second placement)
October 19, 2018	Mandatory Clinical Student Teacher, "Behavior Management, Part II and Job Search" Seminar, 8:00 am-3:00 pm, MCL Auditorium
November 2, 2018	TWU/UNT Education Career Day, 9:00 am-12:00 pm, TWU's Pioneer Hall
November 22-25, 2018	Thanksgiving Break
November 23, 2018	Teacher Preparation Program Survey (emailed)
November 30, 2018 (unless assignment is extended)	Last day of Clinical Student Teaching
December 7, 2018	Graduating Senior Breakfast/Lunch
December 7, 2018	Grades Submitted Online
December 7, 2018 (full-time faculty only)	Mileage Log and the Travel Voucher
December 7, 2018 (Final due to principal, cooperating teacher, university supervisor, if applicable, and <u>submitted online</u> to the office after each visit or by due date)	Cooperating or Mentor Teacher Observation Forms Clinical Student Teacher or Intern Lesson Observation Forms Classroom Observation Reports/Evaluation of Teaching Performances Clinical Student Teacher or Intern Self-Assessment/Reflections TEA Observation Reports