

Supervisor Due Dates

<i>DUE DATES</i>	<i>ITEM</i>
January 3, 2018	Supervisor Meeting Survey
January 4, 2018	Supervisor Data Form (electronic submittal)
January 5, 2018	Clinical Student Teacher Orientation, MCL Auditorium, 8:00 am-4:00 pm
January 5, 2018	Meeting with Clinical Student Teachers, MCL Auditorium, 2:30-4:00 pm University Supervisor Training Confirmation Request for Travel Authorization (RTA) from fulltime faculty
January 8, 2018	First day of Clinical Student Teaching Assignment
January 8 – 19, 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
January – April	Departmental Seminars
January 15, 2018	Martin Luther King, Jr. Holiday
January 19, 2018	Confirm Cooperating or Mentor Teacher submitted electronic Data Sheet and Letter of Agreement
January 26, 2018	Mentor Training Form (Cooperating Teachers or Mentor Teachers)
January 27, 2018	Mandatory Clinical Student Teacher and Intern Seminar, “Behavior Management,” Saturday, 8:30 am-11:30 am MCL Auditorium
February 12, 2018	Early Alert - Unsatisfactory Progress Report Submitted Online
February 17, 2018	Mandatory Clinical Student Teacher and Intern Seminar, “Providing Academic, Emotional and Social Support to Students,” Saturday, 8:30 am-11:30 am MCL Auditorium
February 23, 2018	End of First 7-week Assignment
February 23, 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
February 26, 2018	Second 7-week Assignments Begin
February 26 – March 9, 2018	First site visit for students in two 7-week sessions
March 9, 2018	Mentor Training Form (Cooperating Teachers second placement)
March 9, 2018	Confirm second session Cooperating Teacher submitted electronic Data Sheet and Letter of Agreement
March 12-16, 2018	TWU Spring Break
April 6, 2018	TWU/UNT Education Career Day, 9:00 am-12:00 pm, UNT Union, Room 314/333
April 13, 2018	Teacher Preparation Program Survey (emailed)
April 20, 2018 (unless assignment is extended)	Last day of Clinical Student Teaching
May 4, 2018	Graduating Senior Breakfast/Lunch
May 4, 2018	Grades Submitted Online
May 4, 2018 (fulltime faculty only)	Mileage Log and the Travel Voucher
May 4, 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