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|  **Music Internship Minimum Activity Chart (US=University Supervisor, CT=Cooperating Teacher)** |
|   | **Minimum Required Activity** | **Timeline** | **Who**  | **Requirement** | **US Initial/ Date**  |
| 1 | Protocol Visit |  | US, CT, Candidate  | Calendars, timelines, expectations conversation  |  |
| 2 | Weekly Cooperating Teacher Evaluation  |  | CT | Evaluation throughout the internship using the *Weekly Cooperating Teacher Evaluation Form*.  |  |
| 3 | US Unannounced Lesson Observation (formative) |  | US  | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 4a | US Lesson Pre-conference | POP cycle- 4a, b, c to occur within 2 week time frame | US meets with candidate after receiving lesson plan  | *Pre Conference Form* *for Lesson Observations* completed. |  |
| 4b | US Lesson Observation | US observes candidate | Continue evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 4c | US Lesson Post-conference | US, candidate, CT meeting/ conference | *Post Conference Form* *for Lesson Observations* completed. |  |
| 5 | CT Announced Lesson Observation  |  | CT | Complete *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 6 | Midterm Conference  |  | US, CT, Candidate  | *Midterm/Final SCTS Form* completed by US taking into account CT lesson observations, other assignments & reflections, CT weekly evaluations, and dispositions to date. Feedback from SCTS 4.0 rubric and dispositions is shared with the candidate. Candidate will write a Midterm Conference reflection within 7 days of conference to provide evidence for any indicators that are found to be “Not Observable.”  |  |
| 7 | Candidate’s Professionalism Self-Assessment |  | Candidate, US | ADEPT/Professionalism Self-Assessment |  |
| 8a | CT Lesson Pre-conference | POP cycle- 8a, b, c to occur within 2 week time frame | CT meets with candidate after receiving lesson plan  | *Pre Conference Form* *for Lesson Observations* completed. |  |
| 8b | CT Lesson Observation | CT observes candidate | Continue evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 8c | CT Lesson Post-conference | CT, candidate, US meeting/ conference | *Post Conference Form* *for Lesson Observations* completed. |  |
|  | **Minimum Required Activity** | **Timeline** | **Who Participates**  | **Requirement** | **US Initial/ Date**  |
| 9 | US Unannounced Lesson Observation  |  | US  | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 10 | US Invitation Lesson Observation  |  | US  | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 11 | Final Conference  | US, CT, Candidate |  | *Midterm/Final SCTS Form* final evaluation with scores completed by US taking into account his/her & CT lesson observations, other assignments & reflections, CT weekly evaluations (fall only candidates), and dispositions and use of technology evidence. US and CT complete independent Dispositions Assessment (DA) evaluation, and a consensus evaluation that is shared with the candidate. Conference takes place with candidate. |  |

***Note: All evaluation documents and feedback to candidate should be kept by the University Supervisor. Signatures are required by all parties on all forms. University Supervisor turns in to the Education Department the consensus Final Evaluation and three Dispositions Assessment evaluations – the Cooperating Teacher evaluation, the University Supervisor evaluation, and the consensus evaluation.***