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| **MAT Internship Minimum Activity Chart Spring 2021 (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 practicum using the *Weekly Cooperating Teacher Evaluation Form*. |  |
| 3 | US Unannounced Lesson Observation |  | 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 | *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 conference after receiving post-conference form | *Post Conference Form* *for Lesson Observations* completed. |  |
| 5 | CT Announced Lesson Observation |  | CT | Complete *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 6 | Midterm Conference | March 1st to March 5th | US, CT, Candidate | *Midterm/Final SCTS Form* completed by US taking into account CT lesson observations, other assignments & reflections, CT weekly evaluations, and dispositions and use of technology evidence to date. Feedback from SCTS 4.0 rubric and dispositions and use of technology assessment 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.” |  |
| 7a | CT Lesson Pre-conference | POP Cycle (7a, b, c) to occur within 2 week time frame | CT meets with candidate after receiving lesson plan & pre-conference form | *Pre Conference Form* *for Lesson Observations* completed. |  |
| 7b | CT Lesson Observation | CT observes candidate | Continue evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 7c | CT Lesson Post-conference | CT & candidate conference after receiving post-conference form | *Post Conference Form* *for Lesson Observations* completed. |  |
|  | **Minimum Required Activity** | **Timeline** | **Who Participates** | **Requirement** | **US Initial/ Date** |
| 8 | US Unannounced Lesson Observation |  | US | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 9 | US Invitation Lesson Observation |  | US | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 10 | Final Conference: | April 19th to April 23rd | 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), and dispositions and use of technology evidence. US and CT complete independent Dispositions Assessment (DA) evaluation and Candidate Use of Technology evaluations, and a consensus evaluation of both that is shared with the candidate. Conference takes place with candidate. |  |