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|  **Internship Minimum Activity Chart (US=University Supervisor, DM-District Mentor, CT=Cooperating Teacher)** |
|   | **Minimum Required Activity** | **Timeline** | **Who**  | **Requirement** | **US Initial/ Date**  |
| 1 | Protocol Visit |  | US, DM/CT, Candidate  | Calendars, timelines, expectations conversation  |  |
| 2 | Weekly Cooperating Teacher Evaluation (if applicable) |  | CT | Evaluation throughout 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 | DM/CT Announced Lesson Observation  |  | DM/CT | Complete *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 6 | Midterm Conference |  | US, DM/CT, Candidate  | *Midterm/Final SCTS Form* completed by US taking into account DM or CT lesson observations, other assignments & reflections, CT weekly evaluations (if applicable), 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 | DM/CT Lesson Pre-conference | POP Cycle (7a, b, c) to occur within 2- week time frame | DM/CT meets with candidate after receiving lesson plan & pre-conference form  | *Pre-Conference Form* *for Lesson Observations* completed. |  |
| 7b | DM/CT Lesson Observation | DM/CT observes candidate | Continue evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 7c | DM/CT Lesson Post-conference | DM/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 | Content knowledge Lesson Observation (optional, for secondary candidates only)  | to be completed before the Final Conference | Arts & Sciences faculty member | Assessment submitted to the US |  |
| 11 | Final Conference |  | US, DM/CT, Candidate | *Midterm/Final SCTS Form* final evaluation with scores completed by US taking into account his/her & DM or CT lesson observations, other assignments & reflections, CT weekly evaluations (if applicable), and dispositions and use of technology evidence. US and DM/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.\* |  |

\*Use of technology rubric is not used for music education candidates.