MONTHLY Supervision and Support Calendar for Sacramento State Interns

*\*Intern Guidelines Document*

*Note: Candidate emails at the end of each month of the internship a completed monthly calendar indicating support (observations, meetings, communication) provided by University Supervisor AND District Support Provider.* ***TIP****: Develop the plan at the beginning of each month and revise it based on changes that month. Save as a new document with the following naming convention: MONTH-YEAR\_PROGRAM-INTERN\_LastName (e.g., 10-2018\_ECSE-INTERN\_May)*

|  |  |  |
| --- | --- | --- |
| Intern Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start & Finish Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| *University Supervisor*  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *District Support Provider*  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *University Advisor*  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KEY: Supervision times in regular font, Supervision with an EL focus in *italics*, Support sessions in **bold,** US= University Supervisor (and in green), DS=District Supervisor

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Week | Monday | Tuesday | Wednesday | Thursday | Friday |
| One |  |  |  |  |  |
| Two |  |  |  |  |  |
| Three |  |  |  |  |  |
| Four |  |  |  |  |  |

\_\_\_ Check here to confirm that the supervision/mentoring/support hours for this month conform to CTC regulations:

* Full academic year schedule: 144 hours scheduled, with at least 2 hours per week for general support, mentoring, and supervision. Less than a full academic year: total number of hours of support must equal 4 hours X the number of instructional weeks remaining in the year with at least 2 hours of support/supervision provided every 5 days. FOR THIS CANDIDATE, TOTAL HOURS = \_\_\_\_x \_\_\_\_\_ = \_\_\_\_\_\_ hours
* Additional support for teaching English learners: 45 hours for a full academic year OR 5 hours X the number of months remaining in the school year. FOR THIS CANDIDATE, TOTAL HOURS = \_\_ X \_\_ = \_\_\_ hours

**--------------SAMPLE----------------**

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*\*Intern Guidelines Document*

*Note: Candidate emails at the end of each month of the internship a completed monthly calendar indicating support (observations, meetings, communication) provided by University Supervisor AND District Support Provider.* ***TIP****: Develop the plan at the beginning of each month and revise it based on changes that month. Save as a new document with the following naming convention: MONTH-YEAR\_PROGRAM-INTERN\_LastName (e.g., 10-2018\_ECSE-INTERN\_May)*

|  |  |  |
| --- | --- | --- |
| Intern Name: Ima Teacher Start & Finish Dates: 2/6 – 6/6/14/18 | | |
| District: City USD School: Red School | |  |
| *University Supervisor*  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *District Support Provider*  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *University Advisor*  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Month: February 2018

KEY: Supervision times in regular font, Supervision with an EL focus in *italics*, Support sessions in **bold,** US= University Supervisor (and in green), DS=District Support Provider

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Week | Monday | Tuesday | Wednesday | Thursday | Friday |
| One | *DS & US observe ELD time* (12:30-1 p)  DS & US observe Math block (1-1:55 p)  ***Support/debrief with DS & US F2F (3:10-4:10 p)*** |  | EDSP339: Seminar (4:00 – 6:00 pm)  ***6:00 – 7:00 pm: Support session with US – review upcoming lessons, issues, questions*** |  | **Standing weekly phone conference with US and DS to plan for next week, will address general and EL questions** |
| Two |  | *DS observes Literacy* (10:30 – 11:30 am)  DS observes Math block (1:00 – 1:55 p)  ***Support/debrief with DS F2F (3:10-4:10 p)*** | *US observes Literacy (10:30 – 11:30 am) and Math block (1:00 – 1:55 pm)*  ***Support/debrief with US F2F (3:10 – 4:10 p)*** |  | **Standing weekly phone conference (see above)** |
| Three |  |  | EDSP339: Seminar (4:00 – 6:00 pm) & US support session, repeats each Wednesday | DS & US observe Literacy (10:30-11:30 a)  *DS & US observe Math block* (1:00 – 1:55 pm)  ***Support/debrief with DS & US F2F (3:10-4:10 p)*** | **Standing weekly phone conference with US and DS, include program advisor** |
| Four | *DS & US observe ELD time* (12:30-1 p)  DS & US observe Math block (1-1:55 p)  ***Support/debrief with DS & US F2F (3:10-4:10 p)*** |  | EDSP339: Seminar (4:00 – 6:00 pm)  ***6-7 p: Support session with US- review upcoming lessons, issues, questions*** |  | **Standing weekly phone conference with US and DS to plan for next week, will address general and EL questions** |

XX\_\_\_ Check here to confirm that the supervision/mentoring/support hours for this month conform to CTC regulations:

* Full academic year schedule: 144 hours scheduled, with at least 2 hours per week for general support, mentoring, and supervision. Less than a full academic year: total number of hours of support must equal 4 hours X the number of instructional weeks remaining in the year with at least 2 hours of support/supervision provided every 5 days. FOR THIS CANDIDATE, TOTAL HOURS = 16 x 4 = 64 hours
* Additional support for teaching English learners: 45 hours for a full academic year OR 5 hours X the number of months remaining in the school year. FOR THIS CANDIDATE, TOTAL HOURS = 5 X 5 = 25 hours