

Complete Prior to Fall 2014 Internship

September 27, 2013	Internship in Teaching Application Page Due (Online Form)
September 27, 2013	Undergraduate Curriculum Planning Guide Submitted To OEP Contact the Undergraduate Advising Center (Mary Lyon Room 034) Graduate Program of Study Submitted To OEP Contact the College of Graduate Studies (Highland Hall) and email to PSU-OEP@plymouth.edu
February 14, 2014	Complete Gate 1 & 2, Resume, Philosophy of Teaching, and Placement Information Sheet If not submitted by this date, you are required to submit an appeal for each missing gate requirement.
Arrange by Appointment	*Seminar 1 – Preparing for Internship in Teaching Once your Internship Packet is completed you will be contacted for an appointment with the Internship in Teaching Coordinator.
April 2, 2014	*Seminar 2 – Internship in Teaching Rules and Regulations •5:00pm - 6:00pm, HUB Hage Room
April 3, 2014	*Seminar 2 – Makeup Day •5:00pm - 6:00pm, HUB 109

Complete During Fall 2014 Internship

August 25, 2014	Internship in Teaching Begins
October 7, 2014	Mentor Teacher Midterm Evaluations/First Placement Finals Due to University Supervisor
October 14, 2014	All Midterm Evaluations/First Placement Finals Due to OEP
October 17, 2014	*Seminar 3 – Preparing For Employment •8:30am -1:00pm, HUB Hage Room
October 20, 2014	Second Internship Begins (if applicable)**
November 26, 2014	Mentor Teacher Final Evaluations Due to the University Supervisor
November 26, 2014	Internship Ends for Graduate Interns
December 4, 2014	Internship Ends for Undergraduate Interns
December 5, 2014	*Seminar 4- Program Assessment and Closure to Internship In Teaching •8:15am -12:30pm, HUB Hage Room

*Attendance at seminars is required. Professional attire is required at Seminars 3 & 4. Any student with a conflict during this time should contact Office of Educator Preparation at 603-535-2224.

**Art Education, Health Education, Music Education and Physical Education are required to complete 35 in school instructional days at each placement. Therefore the end dates of the first placement, and start dates of second placement may alter.

The Internship in Teaching Handbook can be found at <http://www.plymouth.edu/office/educator-preparation/>