

**Complete Prior to Spring 2014 Internship**

February 28, 2014	<b>Internship in Teaching Application Page Due (Online Form)</b>
February 28, 2014	<b>Undergraduate Curriculum Planning Guide Submitted To OEP</b> Contact the Undergraduate Advising Center (Mary Lyon Room 034)
	<b>Graduate Program of Study Submitted To OEP</b> Contact the College of Graduate Studies (Highland Hall) and email to PSU-OEP@plymouth.edu
September 12, 2014	<b>Complete Gate 1 &amp; 2, Resume, Philosophy of Teaching, and Placement Information Sheet</b> If not submitted by this date, you are required to submit an appeal for each missing gate requirement.
Arrange by Appointment	<b>*Seminar 1 – Preparing for Internship in Teaching</b> Once your Internship Packet is completed you will be contacted for an appointment with the Internship in Teaching Coordinator.
December 3, 2014	<b>*Seminar 2 – Internship in Teaching Rules and Regulations</b> •5:00pm - 6:00pm, HUB Hage Room
December 4, 2014	<b>*Seminar 2 – Makeup Day</b> •5:00pm - 6:00pm, HUB 109

**Complete During Spring 2014 Internship**

January 10, 2015	<b>Internship in Teaching Begins</b>
March 6, 2015	<b>Mentor Teacher Midterm Evaluations/First Placement Finals Due to University Supervisor</b>
March 9, 2015	<b>All Midterm Evaluations/First Placement Finals Due to OEP</b>
March 16, 2015	<b>*Seminar 3 – Preparing For Employment</b> •8:30am -1:00pm, HUB Hage Room
March 16, 2015	<b>Second Internship Begins (if applicable)**</b>
May 1, 2015	<b>Mentor Teacher Final Evaluations Due to the University Supervisor</b>
May 7, 2015	<b>Internship Ends for Graduate Interns</b>
May 8, 2015	<b>Internship Ends for Undergraduate Interns</b>
May 8, 2015	<b>*Seminar 4- Program Assessment and Closure to Internship In Teaching</b> •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/>