

## STUDENT TEACHING CALENDAR SPRING 2024

Distributed by the Office of Partnerships, Professional Experiences, and Outreach

Students will be notified by the Registrar's Office of deadlines or fees relating to their accounts and graduation. Closer to the start of the semester, student teachers will receive an e-mail directly from their University Supervisor regarding program/course-specific requirements, syllabi, and meetings. Additional calendar information and requests will be pushed out by the OPPEO via email prior to and throughout the semester. Failure to comply may result in the cancellation of student teaching placements.

### PRIOR TO THE SEMESTER START:

**\* REFER TO THE KEY BELOW. PAY ATTENTION TO UNDERGRAD VS. GRAD REQUIREMENTS! \***

✓	Date/TIME/Location	Title of Event or Session/Information & Instructions	Req./Dress Code
	Friday, November 3 11:00 AM-12:30 PM Virtual	<b>Pre-Student Teaching Meeting</b> <ul style="list-style-type: none"> <li>This session will include information relevant to student teaching expectations and timelines. Come prepared with questions!</li> </ul>	<b>GRAD: Optional</b> Casual <b>UG: Mandatory</b> Casual
		<b>Access Career Center Resources</b> <ul style="list-style-type: none"> <li>Access the "Career Planning" tab of the Career Center site for Resume assistance, interview practice, &amp; the professional dress closet. <a href="https://career.ship.edu/">https://career.ship.edu/</a></li> </ul>	<b>Optional</b>
		<b>Resume Check with the Career Center</b> <ul style="list-style-type: none"> <li>Create an updated Resume: <a href="https://career.ship.edu/channels/create-a-resume-cover-letter/">https://career.ship.edu/channels/create-a-resume-cover-letter/</a></li> <li>Make an appointment for feedback: <a href="mailto:career@ship.edu">career@ship.edu</a></li> </ul>	<b>GRAD: Optional</b> Casual <b>UG: Mandatory</b> Casual
	Wednesday, December 13 Thursday, January 11 Virtual	<b>High Impact Strategies Training</b> <ul style="list-style-type: none"> <li>Online registration can be found at <a href="https://bit.ly/CAIUwebreg">https://bit.ly/CAIUwebreg</a>.</li> <li>If you have already completed this training, submit to the OPPEO</li> </ul>	<b>Mandatory</b> "Dress Down" Casual
	<i>*Dates assigned randomly. Clear your calendars! *</i> Tuesday, December 19 Thursday, December 21 Tuesday, January 2 Thursday, January 4 8:30 AM to 2:00 PM Virtual	<b>Youth Mental Health First Aid Training</b> <ul style="list-style-type: none"> <li>This training includes <b>2.5 hours of individual prep work</b>, and a virtual group training session. Date assignments to come later via email.</li> <li>If these dates are not suitable, you will need to sign up and pay for your own session. When looking for sessions, make sure to filter "YOUTH" training only. <a href="https://www.mentalhealthfirstaid.org/take-a-course/find-a-course/">https://www.mentalhealthfirstaid.org/take-a-course/find-a-course/</a></li> <li>If you have already completed this training, submit to the OPPEO.</li> </ul>	<b>Mandatory</b> "Dress Down" Casual
		<b>Apply for Graduation</b> <ul style="list-style-type: none"> <li>The application for graduation is available by logging into <a href="https://portal.ship.edu/">https://portal.ship.edu/</a></li> <li>Student tab&gt;My Academics&gt;Graduation Tools&gt;Apply to Graduate</li> </ul>	<b>As Applicable</b>
	Tuesday, December 12 10:00 AM to 11:30 AM In Person, Location TBD	<b>Undergraduate Placement Meeting</b> <ul style="list-style-type: none"> <li>You will receive your placement information at this meeting.</li> <li><b>Graduate placements will be mailed.</b></li> <li>This session will include information relevant to professional development.</li> </ul>	<b>GRAD: Optional</b> Business Casual <b>UG: Mandatory</b> Business Casual
	<b>Email Cooperating Teachers:</b> Tuesday, December 12	<b>Connect with your Cooperating Teachers (BOTH!)</b> <ul style="list-style-type: none"> <li>Reach out to <b>both</b> of your cooperating teachers <b>via email</b> as soon as you receive your placement information.</li> <li>You need to physically go to their classrooms to deliver their packets <b>prior to your semester start date, and prior to their winter break.</b></li> </ul>	<b>Mandatory</b> Business Casual
<b>Visits:</b>	<b>Co-Op #1</b>		
<b>Dates:</b>	<b>Co-Op #2</b>		
		<b>Connect with your University Supervisor</b> <ul style="list-style-type: none"> <li>Contractually, faculty are not obligated to connect with you until the <b>official start date of the semester</b>. You may not hear from them until after you have started at your placement. This is normal.</li> <li>Once you know who is supervising you, email them with your contact information and work with them to schedule a time to meet and discuss expectations.</li> </ul>	<b>Mandatory</b> "Dress-Down" Casual
<b>THROUGHOUT THE SEMESTER:</b>			
<b>* ALL EVENTS AFTER 1/22/23 IN THIS SECTION ARE OPTIONAL FOR GRADUATE STUDENTS *</b>			
	Friday, January 19 Virtual 10:00 AM to 11:30 AM	<b>Final Check-In Before the First Day</b> <ul style="list-style-type: none"> <li>An opportunity to process last-minute questions and directives.</li> </ul>	<b>UG: Mandatory</b>
	Monday, January 22 <i>*Dates vary per district*</i>	<b>First Day Student Teachers Report to School</b> <ul style="list-style-type: none"> <li>Please review your school district calendar.</li> </ul>	<b>Mandatory</b> Business Casual

	Wednesday, February 7 6:30 PM-8:00 PM Shippen 224	<b>Professional Seminar: Classroom Environment</b> <ul style="list-style-type: none"><li>Review the Danielson Domains and the Teacher Effectiveness Rubric before session.</li></ul>	<b>Mandatory</b> “Dress-Down” Casual
	Wednesday, February 21 6:30 PM-8:00 PM Shippen 224	<b>Professional Seminar: Planning/Preparation</b> <ul style="list-style-type: none"><li>Please bring a completed lesson plan from your placement to this session.</li></ul>	<b>Mandatory</b> “Dress-Down” Casual
	Tuesday, March 5 9:00 AM-3:00 PM Millersville University	<b>Teacher Recruitment Day Consortium Job Fair</b> <ul style="list-style-type: none"><li>Graduate and/or employed students seeking jobs are welcome to attend.</li><li>Register at <a href="https://www.collegecentral.com/trd">https://www.collegecentral.com/trd</a> or email the OPPEO.</li></ul>	<b>Optional</b> Business Formal
	Wednesday, March 13	<b>Last Day in 1st 8-Week Placement OR Mid-Point for 16-Week Placement</b> <ul style="list-style-type: none"><li>Be sure to obtain copies of your “MID” PDE 430 for your own records.</li></ul>	<b>As Applicable</b> Business Casual
	Thursday, March 14 8:00 AM-1:00 PM CUB 100-A/MRP-A	<b>Professional Development Day: Interview Preparation Workshop</b> <ul style="list-style-type: none"><li>This session is presented in conjunction with the Career Center.</li></ul>	<b>Mandatory</b> Business Casual
	Friday, March 15 8:00 AM-3:30 PM Virtual	<b>Professional Development Day: Mock Interview Fair</b> <ul style="list-style-type: none"><li>A spreadsheet with specific times and links will be sent out prior to the event. Come with your final resume! Two interviews are mandatory with the option to participate more.</li></ul>	<b>Mandatory</b> Business Formal
	Monday, March 18	<b>First Day of 2<sup>nd</sup> Student Teaching Placement</b>	<b>As Applicable</b>
	Wednesday, March 27 6:30 PM-8:00 PM Shippen 224	<b>Professional Seminar: Assessment/Evaluation</b> <ul style="list-style-type: none"><li>Review the Danielson Domains and the Teacher Effectiveness Rubric before session.</li></ul>	<b>Mandatory</b> “Dress-Down” Casual
	Wednesday, April 17 6:30 PM-8:00 PM Shippen 224	<b>Professional Seminar: Improving Behavior Management</b> <ul style="list-style-type: none"><li>Review the Danielson Domains and the Teacher Effectiveness Rubric before session.</li></ul>	<b>Mandatory</b> “Dress-Down” Casual
	Monday, April 22 5:30 PM-7:00 PM Virtual	<b>Applying for your Teaching Certification</b> <ul style="list-style-type: none"><li>You do not need to have passed all tests or have completed semester to begin application process.</li><li>To be certified you must pass student teaching, your PDE 430, your certification tests, and complete an application in TIMS.</li><li>Prior to the session, review this information and log in. <a href="https://www.education.pa.gov/Educators/Certification/Application/UserGuides/Pages/TIMSPersonal.aspx">https://www.education.pa.gov/Educators/Certification/Application/UserGuides/Pages/TIMSPersonal.aspx</a></li></ul>	<b>Optional</b> Casual
<b>PRIOR TO THE SEMESTER END:</b>			
		<b>Complete End of Semester Surveys</b> <ul style="list-style-type: none"><li>The OPPEO will send out several digital surveys that you must complete prior to the last professional development day. This information is used to track data at the state and national level, and we will need access to it to certify you as a PA educator.</li></ul>	<b>Mandatory</b>
	Thursday, May 9	<b>Last Day for Student Teachers at all School Placements</b> <ul style="list-style-type: none"><li>Ensure that you obtain copies of your PDE 430 forms (labeled “FINAL” in the top right corner) for your personal records.</li></ul>	<b>As Applicable</b> Business Casual
<b>THE SEMESTER END:</b>			
	Friday, May 10 8:00 AM-1:00 PM <i>In person, Location TBD</i>	<b>End-of-Semester Professional Development Seminar</b> <i>Professional Responsibilities: Level II, Act 48, Bargaining Agreements, Tenure, Benefits</i> <i>Participating in the Community via Continuing Education &amp; PLCs</i> <ul style="list-style-type: none"><li>There will also be a professional photographer present.</li><li>A portion of the day dedicated to presenting feedback on your program to your peers, so come prepared.</li></ul>	<b>Mandatory</b> Business Casual
	Friday, May 10	<b>Graduate Commencement</b>	<b>As Applicable</b>
	Saturday, May 11	<b>Undergraduate Commencement</b>	