**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! *

<table>
<thead>
<tr>
<th>Date/Time/Location</th>
<th>Title of Event or Session/Information &amp; Instructions</th>
<th>Req./Dress Code</th>
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</table>
| **Pre-Student Teaching Meeting**  
Friday, November 3  
11:00 AM-12:30 PM  
Virtual | - This session will include information relevant to student teaching expectations and timelines. Come prepared with questions! | **GRAD:** Optional Casual  
**UG:** Mandatory Casual |
| **Access Career Center Resources**  
|  
- Access the “Career Planning” tab of the Career Center site for Resume assistance, interview practice, & the professional dress closet.  
[https://career.ship.edu/](https://career.ship.edu/) | Optional |
| **Resume Check with the Career Center**  
|  
- Create an updated Resume:  
[https://career.ship.edu/channels/create-a-resume-cover-letter/](https://career.ship.edu/channels/create-a-resume-cover-letter/)  
- Make an appointment for feedback:  
career@ship.edu | **GRAD:** Optional Casual  
**UG:** Mandatory Casual |
| **High Impact Strategies Training**  
Wednesday, December 13  
Thursday, January 11  
Virtual |  
- If you have already completed this training, submit to the OPPEO. | **Mandatory**  
“Dress Down” Casual |
| **Youth Mental Health First Aid Training**  
*Dates assigned randomly.*  
Clear your calendars!*  
Tuesday, December 19  
Thursday, December 21  
Tuesday, January 2  
Thursday, January 4  
8:30 AM to 2:00 PM  
Virtual |  
- This training includes 2.5 hours of individual prep work, and a virtual group training session. Date assignments to come later via email.  
- 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.  
[https://www.mentalhealthfirstaid.org/take-a-course/find-a-course/](https://www.mentalhealthfirstaid.org/take-a-course/find-a-course/)  
- If you have already completed this training, submit to the OPPEO. | **Mandatory**  
“Dress Down” Casual |
| **Apply for Graduation**  
|  
- The application for graduation is available by logging into  
[https://portal.ship.edu/](https://portal.ship.edu/)  
- *Student tab>My Academics>Graduation Tools>Apply to Graduate* | As Applicable |
| **Undergraduate Placement Meeting**  
Tuesday, December 12  
10:00 AM to 11:30 AM  
In Person, Location TBD |  
- You will receive your placement information at this meeting.  
- Graduate placements will be mailed.  
- This session will include information relevant to professional development. | **GRAD:** Optional Business Casual  
**UG:** Mandatory Business Casual |
| **Connect with your Cooperating Teachers (BOTH!)**  
Email Cooperating Teachers:  
Tuesday, December 12 |  
- Reach out to both of your cooperating teachers via email as soon as you receive your placement information.  
- You need to physically go to their classrooms to deliver their packets prior to your semester start date, and prior to their winter break. | Mandatory  
Business Casual |
| **Connect with your University Supervisor**  
|  
- Contractually, faculty are not obligated to connect with you until the official start date of the semester. You may not hear from them until after you have started at your placement. This is normal.  
- 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. | Mandatory  
“Dress-Down” Casual |

### THROUGHOUT THE SEMESTER:
* ALL EVENTS AFTER 1/22/23 IN THIS SECTION ARE OPTIONAL FOR GRADUATE STUDENTS *

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| **Final Check-In Before the First Day**  
Friday, January 19  
Virtual  
10:00 AM to 11:30 AM |  
- An opportunity to process last-minute questions and directives. | **UG:** Mandatory |
| **First Day Student Teachers Report to School**  
Monday, January 22  
*Dates vary per district* |  
- Please review your school district calendar. | Mandatory  
Business Casual |

← Be sure to check both sides! →
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<tbody>
<tr>
<td>Wednesday, February 7</td>
<td>6:30 PM-8:00 PM</td>
<td>Professional Seminar: Classroom Environment</td>
<td>Shippen 224</td>
<td>“Dress-Down” Casual</td>
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<td></td>
<td></td>
<td>• Review the Danielson Domains and the Teacher Effectiveness Rubric before session.</td>
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<tr>
<td>Wednesday, February 21</td>
<td>6:30 PM-8:00 PM</td>
<td>Professional Seminar: Planning/Preparation</td>
<td>Shippen 224</td>
<td>“Dress-Down” Casual</td>
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<td>• Please bring a completed lesson plan from your placement to this session.</td>
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<tr>
<td>Tuesday, March 5</td>
<td>9:00 AM-3:00 PM</td>
<td>Teacher Recruitment Day Consortium Job Fair</td>
<td>Millersville University</td>
<td>Optional Business Formal</td>
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<td>• Graduate and/or employed students seeking jobs are welcome to attend.</td>
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<td>• Register at <a href="https://www.collegecentral.com/trd">https://www.collegecentral.com/trd</a> or email the OPPEO.</td>
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<tr>
<td>Wednesday, March 13</td>
<td>1:00 PM</td>
<td>Last day in 1st 8-Week Placement OR Mid-Point for 16-Week Placement</td>
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<td>As Applicable Business Casual</td>
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<td></td>
<td>8:00 AM-3:30 PM</td>
<td>Professional Development Day: Interview Preparation Workshop</td>
<td>CUB 100-A/MPR-A</td>
<td>Business Casual</td>
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<td>• This session is presented in conjunction with the Career Center.</td>
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<tr>
<td>Friday, March 15</td>
<td>8:00 AM-3:30 PM</td>
<td>Professional Development Day: Mock Interview Fair</td>
<td>Virtual</td>
<td>Business Casual</td>
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<td>• 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.</td>
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<tr>
<td>Monday, March 18</td>
<td>9:00 AM-12:30 PM</td>
<td>First Day of 2nd Student Teaching Placement</td>
<td></td>
<td>As Applicable</td>
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<tr>
<td>Wednesday, March 27</td>
<td>6:30 PM-8:00 PM</td>
<td>Professional Seminar: Assessment/Evaluation</td>
<td>Shippen 224</td>
<td>“Dress-Down” Casual</td>
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<td>• Review the Danielson Domains and the Teacher Effectiveness Rubric before session.</td>
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<tr>
<td>Wednesday, April 17</td>
<td>6:30 PM-8:00 PM</td>
<td>Professional Seminar: Improving Behavior Management</td>
<td>Shippen 224</td>
<td>“Dress-Down” Casual</td>
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<td>• Review the Danielson Domains and the Teacher Effectiveness Rubric before session.</td>
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<tr>
<td>Monday, April 22</td>
<td>5:30 PM-7:00 PM</td>
<td>Applying for your Teaching Certification</td>
<td>Virtual</td>
<td>Optional Casual</td>
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<td>• You do not need to have passed all tests or have completed semester to begin application process.</td>
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<td>• To be certified you must pass student teaching, your PDE 430, your certification tests, and complete an application in TIMS.</td>
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<td>• 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></td>
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**PRIOR TO THE SEMESTER END:**

Complete End of Semester Surveys
- 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.

**THE SEMESTER END:**

End-of-Semester Professional Development Seminar
- Professional Responsibilities: Level II, Act 48, Bargaining Agreements, Tenure, Benefits Participating in the Community via Continuing Education & PLCs
- Mandatory Business Casual

Graduate Commencement
- As Applicable

Undergraduate Commencement
- As Applicable

**Last Day for Student Teachers at all School Placements**
- Ensure that you obtain copies of your PDE 430 forms (labeled “FINAL” in the top right corner) for your personal records.

**Be sure to check both sides!**