

TO: Program Area Coordinators/University Supervisors

FROM: Dr. Holly Heath Fales

SUBJECT: Spring 2023 Internship II

DATE: December 2022

The Office of Educator Preparation (OEP) is looking forward to working with you during the Spring 2023 semester. There are many responsibilities for each of us as we work to prepare the highest quality future educators. The work that each of us contributes is essential to their success. It is essential to follow all guidelines for supervision and expect all interns to follow OEP guidelines. You will need to use your ECU e-mail and check email consistently throughout the semester when working with students, ECU faculty, and OEP. Please carefully review the information below for pertinent updates, documents, and due dates.

Mandatory Virtual Supervisor Meeting: A mandatory university supervisor meeting will be hosted via Teams on **January 10th 9-10**. The Office of Clinical Experiences (OCE) will email the invitation and virtual meeting link; however, it is also located at the bottom of this memo.

University Supervisor Canvas Training Course: First time supervisors will need to complete the modules within the US training course. Returning supervisors will need to review any updated materials or procedures and will need to complete annual CPAST calibration training if last completed in Spring 2022. University Supervisors will automatically be added to the Canvas course once assigned and the updated course will be available for review beginning December 2022. The link is here:
<https://ecu.instructure.com/courses/58060>

List of Assigned Interns: You should have received your supervisor assignments from your program area for the semester. If you have difficulty reaching the intern at the phone number provided, please access the campus email directory within PiratePort. We request that you contact each of your interns to set up your initial meeting.

University Supervisor Documents (Provided via email):

- **Intern II Calendar for Spring 2023:** A copy of the calendar is given to all Internship II candidates at their seminars. Interns, supervisors, and clinical teachers can also access this calendar on the OCE Forms and Resources website.
- **Early Release Policy and Updated Procedures**
- **NC Teacher Candidate Evaluation Rubric**
- Other documents including the CPAST are available for download within the University Supervisor Canvas Training Course.

Intern II Evaluation Spring 2023 Important Dates

Initial Visit Report-Taskstream (can be virtual or face-to-face)	Due By Friday, Jan. 27, 2023
First Progress Report-Taskstream (Virtual)	Due By Wednesday, Feb. 15, 2023
Midpoint CPAST 2-Taskstream (Face-to-Face)	Due By Wednesday, Mar. 15th 2023
Third Progress Report-Taskstream (Virtual)	Due By Friday, Apr. 14, 2023
Early Release Date (if approved by OCE)	*Thursday, Apr. 13, 2023
Final CPAST 4-Taskstream (Face-to-Face)	Due By Monday, May 1, 2023
Certification of Teaching Capacity Form-Sonia Form Email	Email will be sent – contact Deatrice Suggs SUGGSDE@ecu.edu
Survey Feedback on Clinical Teacher-Sonia Form Email	Deployed Apr.. 3-7, 2023
Grade Posting-Banner/PiratePort	Friday, May 5, 2023

*Note: Progress Report 3 and Final CPAST dates will need to be adjusted for Early Release candidates.

Office of Clinical Experiences email address: oce@ecu.edu

Taskstream, Sonia, and Technical assistance: coehelp.ecu.edu

US supervisor virtual meeting link:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 226 933 072 984

Passcode: YKeYhR

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[+1 704-247-1158,,662432464#](#) United States, Charlotte

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