

TO: Program Area Coordinators/University Supervisors

FROM: Dr. Holly Heath Fales

SUBJECT: Fall 2024 Internship II

DATE: June 17, 2024

The Office of Educator Preparation (OEP) is looking forward to working with you during the Fall 2024 semester. There are many responsibilities for each of us as we work to prepare the highest quality future educators. It is essential to follow all guidelines for supervision and expect all interns to follow ECU Educator Preparation 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.

NEW! University Supervisor On-Campus Training: This year we will have an in-person training for all supervisors. During this training, supervisors will learn a new protocol for inputting mileage and OADD personnel will assist with setting up Canvas, Taskstream, and GoReact onsite. The required training will be held on **Tuesday, August 20th from 10am-12pm in the Willis Building.**

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 Fall 2023. University Supervisors will automatically be added to the Canvas course once assigned and the updated course will be available for review beginning August 15th.

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 Fall 2024:** 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 Fall 2024 Important Dates

Initial Visit Report-Taskstream	Due By Friday, August 30, 2024
First Progress Report-Taskstream (Virtual)	Due By Wednesday, September 18, 2024
Midpoint CPAST 2-Taskstream	Due By Wednesday, October 16, 2024
Third Progress Report-Taskstream (Virtual)	Due By Friday, November 15, 2024
Early Release Date (if approved by OCE)	*Tuesday, November 26, 2024
Final CPAST 4-Taskstream	Due By Monday, December 9, 2024
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 November 18-22, 2024
Grade Posting-Banner/PiratePort	Friday, December 13, 2024

*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