

# Professional Education Calendar

## Spring Semester 2024 Internship I

<http://www.ecu.edu/cs-educ/oce/index.cfm>

Monday, January 8, 2024	<ul style="list-style-type: none"> <li>Classes Begin</li> </ul>
Friday, January 12, 2024	<p><u>Mandatory Internship I Training:</u></p> <p><b>You should utilize this day to complete your mandatory online Canvas Course and any program area related training that is scheduled by your department. A link to the Canvas Course will be sent to your student email from <a href="mailto:oce@ecu.edu">oce@ecu.edu</a>.</b></p>
Friday, January 12, 2024	<p><u>Physical Form Due to OCE:</u> Please email to <a href="mailto:oce@ecu.edu">oce@ecu.edu</a> Must be complete and submitted to continue with internship. Make a copy before you submit. A TB test reading is required (takes 48-72 hours to complete!)</p>
Week of January 15, 2024	<p>Interns begin to report to schools one full day per week. Please follow your Clinical Teacher's schedule. Monday 1/15 is a holiday.</p>
Friday, January 19, 2024 It is the Intern's responsibility to complete these items.	<p>Final day to submit NO EXCEPTIONS: (you will receive an email from <a href="mailto:oce@ecu.edu">oce@ecu.edu</a> with instructions):</p> <ul style="list-style-type: none"> <li>Intern I Required Readings &amp; Viewings</li> </ul>
Friday, February 2, 2024 It is the Intern's responsibility to complete these items.	<p>Final day to submit NO EXCEPTIONS: (you will receive an email from <a href="mailto:oce@ecu.edu">oce@ecu.edu</a> with instructions):</p> <ul style="list-style-type: none"> <li>Intern and Clinical Teacher Information Form (Intern Section)</li> </ul>
Friday, February 9, 2024 It is the Clinical Teacher's responsibility to complete these items.	<p>Final day to submit: (you will receive an email from <a href="mailto:oce@ecu.edu">oce@ecu.edu</a> with instructions):</p> <ul style="list-style-type: none"> <li>Intern and Clinical Teacher Information Form (CT Section) **Art &amp; Music CT's-complete within one week of switch date**</li> </ul>
Tuesday-Friday, Feb. 20-March 1, 2024	<p>Clinical Teacher completes Internship I Support survey. Will receive email from <a href="mailto:oce@ecu.edu">oce@ecu.edu</a> with instructions.</p>
Sunday-Sunday March 3-10, 2024	<p>ECU Spring Break. You are not required to attend Internship this week.</p>
Friday, March 15, 2024	<p>Criminal Background Check is due</p>
Monday March 25, 2024-Friday April 12, 2024 It is the Clinical Teacher's responsibility to complete these items.	<p>Clinical Teacher completes ECU Dispositions Instrument (replacing Disposition B form) survey. Will receive email from <a href="mailto:oce@ecu.edu">oce@ecu.edu</a> with instructions.</p>
Friday, March 29, 2024	<p>State Holiday, No Classes</p>
Tuesday, April 23, 2024	<p>Classes End! Last day of Internship I. State holiday makeup day; classes which would have met on Friday, March 29 will meet on this day. Tuesday classes will not meet.</p>
Thursday, April 25, 2024	<p>Final day to submit NO EXCEPTIONS: (you will receive an email from <a href="mailto:oce@ecu.edu">oce@ecu.edu</a> with instructions):</p> <ul style="list-style-type: none"> <li>Internship I Agreement Form (will go to INTERN)</li> </ul>
Monday, August 19, 2024	<p><b>You should work to complete your mandatory online Canvas Course and any program area related training that is scheduled by your department. A link to the Canvas Course will be sent to your student email from <a href="mailto:oce@ecu.edu">oce@ecu.edu</a>. If your program area does not have a required meeting then you report to internship.</b></p>
<p><b>INTERNS ARE REQUIRED TO ATTEND ALL MEETINGS AND SEMINARS SCHEDULED BY OCE, UNIVERSITY SUPERVISORS, AND HOST DISTRICTS.</b></p>	
<p><b>NOTE TO ALL ART &amp; MUSIC INTERNS:</b> 10 Week/5 Week Placements- 10 Weeks: Jan. 15-Mar. 15, 2024; 5 Weeks: Mar. 18 -Apr. 23, 2024 5 Week/10 Week Placements- 5 Weeks: Jan. 15-Feb. 16, 2023; 10 Weeks: Feb. 19-Apr. 23, 2024</p>	