

OVERALL INTERNSHIP SNAPSHOT SUMMARY

1 Placement	Cooperating Teacher	Supervisor	CMT	CMT Team Members	Intern
Beginning of Placement	-Confirm Placement with OCE	-Meet with Cooperating Teacher and Intern _Confirm VIA Account	-Confirm Placement with OCE	-Meet interns -Meet UA Liaison	-Forms Assigned to Complete and Upload to VIA CP100, CP150, CP101, CP102, - Internship Guidebook Acknowledgment -Resume' -Meet with UA Supervisor/CMT
During the Placement	4 Teacher Candidate Record in VIA -approve VIA time log -sign weekly review and planning form	4 Teacher Candidate Record in VIA -review VIA records	4 Teacher Candidate Record in VIA -approve VIA time log -sign weekly review and planning form -attend PD meetings	4 Teacher Candidate Record in VIA -attend PD meetings	-Weekly Review and Planning Forms -VIA Time Log -Follow calendar -attend PD meetings
Midterm	3 way conference	3 way conference, CPAST, eleot	3 way conference, CPAST, eleot	3 way conference	3 way conference
End of Placement	3 way conference CP 300, CP 305 -Complete Professional Service Agreement from OCE	3 way conference, CPAST, eleot	3 way conference, CPAST, eleot CP 300 CP 305 -Complete Professional Service Agreement from OCE	3 way conference	3 way conference

*Reasons for concern should be documented on the Reasons for Concern Form and addressed as soon as possible.

The **Supervisor or the **CMT hosting the intern** are the only individuals who complete the **CPAST in VIA** and complete the **eleot**.

***The **Cooperating Teacher** or the **CMT hosting the intern** are the only individuals who complete the **CP 300 grade form in VIA**.