

## OVERALL INTERNSHIP SNAPSHOT SUMMARY

2 Placements	Cooperating Teacher	Supervisor	CMT	CMT Team Members	Intern
<b>Beginning of 1st</b>	-Confirm Placement with OCE	-Meet with Cooperating Teacher and Intern _Confirm VIA Account	-Confirm Placement with OCE	-Meet interns -Meet UALiaison	-Forms Assigned to Complete and Upload to VIA CP100, CP150, CP101, CP102, - Internship Guidebook Acknowledgment -Resume' -Meet with UA Supervisor/CMT
<b>During Both</b>	2 Teacher Candidate Record in VIA -approve VIA time log -sign weekly review and planning form	2 Teacher Candidate Record in VIA -review VIA records	2 Teacher Candidate Record in VIA -approve VIA time log -sign weekly review and planning form -attend PD meetings	2 Teacher Candidate Record in VIA -attend PD meetings	-Weekly Review and Planning Forms -VIA Time Log -Follow calendar -attend PD meetings
<b>End of Both</b>	3 way conference <b>CP 300, CP 305</b> -Complete Professional Service Agreement from OCE	3 way conference, <b>CPAST, eleot</b>	3 way conference, <b>CPAST, eleot</b> <b>CP 300, CP 305</b> -Complete Professional Service Agreement from OCE	3 way conference	3 way conference
<b>Beginning of 2nd</b>	-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  -Meet with UA Supervisor/CMT

\*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**.