# Semester at a Glance for Apprentice Teaching 1 Supervisor

## Classroom visits for observation and/or evaluation

<table>
<thead>
<tr>
<th>Expected Action</th>
<th>Weeks 1 – 3</th>
<th>Weeks 4 – 7</th>
<th>Weeks 7 – 8</th>
<th>Weeks 9 – 14</th>
<th>Weeks 15 – 16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial contact</strong></td>
<td>maintain contact and plan for minimum 2 observations</td>
<td>Mid-semester 7 week Triad with CPAST form</td>
<td>Complete at minimum 2 formal observations</td>
<td>Final 15 week Triad with CPAST form</td>
<td></td>
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</tbody>
</table>

**Details for fulfilling expected actions.**

- Introduce yourself to the mentor either in person and via email.
- Answer any questions the mentor or intern may have or direct them to the appropriate person.
- Review observation forms with intern (mentor and supervisor will utilize the criteria of the CPAST rubric to provide evidence and feedback to you to give a sense of where you are in the continuum).
- Review CPAST forms (rubric used to score candidate performance at weeks 7 and 15) and expectations for Triad/consensus meeting.

### Critical points of communication with OFS and intern

Supervisor communicates with OFS staff member regarding any concern(s) with respect to student disposition or pedagogical skill at the beginning of week 4 and at the beginning of week 10. The Week 10 communication is critical in that the last day to withdraw for the semester is the final day of week 10. OFS initiates the arbitration process for any student at risk of an unsatisfactory to put a plan for success or an alternate path in place.

**Week 4 communication deadline** ______________________

**Week 10 communication deadline** _____________________