



Teacher Education Internship Calendar Spring 2023

IMPORTANT DATES	EVENT: Requirement/Time/Location
Spring 2023	
January 9, 2023	Spring 2023 Semester Begins
January TBD	First day of SP23 Internship at assigned school (Intern follows school district calendar, not OPSU calendar)
January 13	Required Seminar for SP23 Interns—9:00am to 12:00pm—HMH 127
January 16	Martin Luther King, Jr. Day (Intern follows school district calendar)
January 30	PPAT Task 1 due to your Committee for review and feedback <i>(if completed early, email to committee early)</i>
February 1	Registration closes for PPAT on the ETS website. <i>(Although you must register and pay by this date, you may want to wait to register until after our First Intern Seminar on 1-13-2023 when more PPAT information will be discussed.)</i>
February 8	*PPAT Task 1 must be submitted to ETS by 2:00pm ET. <i>(Please plan to submit at least a day or two early in case you have problems submitting.)</i> *See PPAT NOTES on Page 2 of Intern Calendar.
February 10	Mid-Term Evaluations due from SP23 Cooperating Teachers <i>(Ms. Henderson will email a link to the Cooperating Teacher.)</i>
February 13	Required Mid-Term Seminar for SP23 Cooperating Teachers—9:00am to 1:00pm, HMH 127 <i>(The student intern will have the class entirely to themselves this day while the Cooperating Teacher attends the seminar.)</i>
February 14	Required Mid-Term Seminar for SP23 Interns —9:00am to 12:00pm, HMH 127 <i>(The student intern will be gone all day attending the seminar, attending to graduation applications and other final paperwork at the Admissions office.)</i>
February 19	PPAT Task 2 & 3 due to your Committee for review and feedback. <i>(if completed early, email to committee early)</i>
March 1	PPAT Task 2 & 3 due to ETS by 2:00pm ET. <i>(Please plan to submit at least a day or two early in case you have problems submitting.)</i>
March 10	Required Final Intern Seminar for SP23 Interns—9:00am to noon, HMH 127
March 13-17	Spring Break at OPSU (Intern follows school district calendar)
March 19	PPAT Task 4 due to your Committee for review and feedback <i>(if completed early, email to committee early)</i>
March 29	PPAT Task 4 must be submitted to ETS by 2:00pm ET. <i>(Please plan to submit at least a day or two early in case you have problems submitting.)</i>



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April 7	<p>Final Evaluation Due from SP23 Cooperating Teachers <i>(Ms. Henderson will email a link to the Cooperating Teacher.)</i></p> <p>Good Friday Break at OPSU (intern follows school district calendar)</p>
April 14	<p>The final day of SP23 Internship (unless make-up days are required)</p>
April 17	<p>3rd (Final) Portfolio submissions for SP23 Interns are automatically uploaded at 11:45pm <i>(be sure to have all your documents uploaded and justification completed on time for the upload.)</i></p>
April 24	<p>3rd (Final) Portfolio Reviews for SP23 Interns <i>(time will be scheduled during Mid-Term Seminar)</i></p>
*PPAT NOTES	<ul style="list-style-type: none"> ➤ All PPAT due dates are VERY, VERY IMPORTANT! (ETS does NOT make exceptions unless proven to be their fault.) <i>Plan ahead and submit early to avoid unforeseen problems such as no internet, no electricity or ETS website flooded all of which could force you to submit late.</i> ➤ Do NOT miss the deadline for submitting Task 1 to ETS. <i>If you miss the deadline, you will not be able to complete PPAT this semester and will have to wait to do it again in the spring. You will not be able to get your Oklahoma Teaching Certificate until you complete and pass PPAT. Remember: ETS operates on Eastern Standard Time.</i> ➤ Start having conversations with your Cooperating Teacher now. <i>Plan ahead for Task 2 & 3 and give yourself plenty of time for getting some baseline data and teaching the lesson prior to the submission date to your Committee Chair. The names of your Committee Chair and Members will be given at First Intern Seminar.</i>
Weekly Teaching Logs (WTL)	<ul style="list-style-type: none"> ➤ WTL is due weekly on Wednesdays by 11:30pm. (The schedule listed on your WTL will be for the following week, for example, the WTL due on Wednesday, January 18th will show your classroom schedule for the Week of January 23rd-27th.) <i>Remember: This is not a lesson plan. It is merely a schedule of classes, dates and times regarding your classroom as we discussed with you previously. A list of due dates will be given at First Intern Seminar.</i> ➤ Submit your WTL in your OPSU portal in Canvas. (Your WTL is a grade so remember to submit weekly to avoid a zero in the gradebook.) ➤ Email your WTL to your OPSU supervising teachers. <i>The names of your supervising teachers will be given at First Intern Seminar and will also be listed at the bottom of your WTL.</i>