After Guided Lead Teaching II
The window for Guided Lead Teaching II was October 31-November 17. After this period of increased responsibility, it is important that interns return to their previous schedule of taking lead responsibility for their focus classes only. This is so that the interns can observe their mentors with new questions and insights, reflect on their experiences and analyze what they have learned as they continue to plan. In addition, their MSU coursework is organized around this schedule and interns will have increased assignments.

Fall Final Conferences
Field instructors will schedule final conferences between December 5 and December 12. At this conference, the mentor, field instructor, and intern will discuss the progress the intern has made towards the accomplishment of his/her professional development plan. (Please refer to pages 27-28 in the Handbook.) The intern, field instructor, and mentor should each prepare something in writing for this conference. Topics of discussion at the conference will include: What evidence is there of the intern reaching those goals? What is the next step if there has not been significant progress? Should the grade of Pass with Concern be used in this case? How can the mentor and field instructor work together to support the intern in addressing the issues and concerns that continue to be problematic for the intern? A private conversation between the field instructor and mentor prior to the conference can be helpful in clarifying these issues.

Preparing for Lead Teaching  In addition to discussing the intern’s progress in learning to teach, the final conference is also a time to look ahead to lead teaching. (Please refer to pages 13-14 in the Handbook.) Lead teaching begins January 23 (around the beginning of the school's second semester) and ends March 31. Interns lead teach all of February and March. The field instructor, mentor, and intern should outline in writing what the intern can anticipate during lead teaching next semester in terms of units, topics, and time frames. A timeline should also be developed: What should the intern accomplish during the holidays? When should the intern have an outline of plans for lead teaching? When should specific plans be completed? How can the intern support the learning of students with different abilities and who learn at different speeds? Helping the intern think about time management and self-pacing so that s/he maintains energy and momentum across the lead teaching period can also be part of this conversation.

Dealing with Stress
Many interns are feeling the stress of multiple demands on their time, energy, and finances. Our goal is to strike a balance between two extremes: interns should understand and experience the levels of stress and demand that are typical of teaching as a profession, but we also want to work with them in a reasonable way. If your intern is feeling overwhelmed by the need to plan,
grade, co-plan, do MSU work, etc., a discussion that includes the intern, mentor, and field instructor is appropriate.

**Substitute Teaching**
Please review the guidelines for substitute teaching by interns on page 32 of the MSU Handbook. The intern’s readiness to sub must be determined jointly by the field instructor, mentor, and intern, in consultation with the building principal. Interns can only sub for their mentor teacher, for a limit of 15 days during the internship. If an intern is subbing while a mentor attends a Team 4 related meeting, the intern is not paid and the time is not counted toward the 15 days.

**Important Dates**
- **October 31:** Fall Mid-Semester Conferences were completed. The mentor, intern, and FI should each have copies of the Professional Development Plan that was designed during/after this meeting.
- **October 31-November 17:** Window for Guided Lead Teaching II. See description on page 13 of the MSU Handbook.
- **December 5-December 12:** Window for Fall Final Conference. See description on pages 27-28 of the MSU Handbook.
- **Late December-Early January:** Holiday Break. Interns follow the holiday schedule of the school placements, NOT MSU’s holiday break schedule.
- **January 13:** MSU classes resume.
- **January 23-March 31:** Window for Lead Teaching. The details of each intern’s Lead Teaching load will have been negotiated as part of the Fall Final Conference.
- **February 13-February 24:** Window for Spring Mid-Semester Conference.
- **Early April:** Interns’ spring breaks. Interns follow the spring break schedule of their school placement, NOT MSU’s spring break schedule.
- **April 3-14:** Window for Spring Final conference.
- **April 27:** Interns’ last day in schools.
- **April 28:** Convocation. Eli Broad College of Business, 4:00-6:30.

HAPPY HOLIDAYS!