

# MILLERSVILLE UNIVERSITY – STUDENT TEACHING CALENDAR

## Spring Semester – 2023

12/19/2022 – Subject to Change

November 8-15, 2022	Tuesday	Spring 2023 Student Teachers <b>**Required!**</b> – Orientation (Online through D2L)
January 13, 2023	Friday	Student Teachers <b>**Required!**</b> – “First Day Meeting” for Student Teachers (Full Day) - <i>Keep Entire Day Open!</i> <ul style="list-style-type: none"> <li>9:00 am – 12:30 pm – <b>First Day Meeting; by Zoom</b> – link will be posted in the Student Teaching D2L</li> <li>Afternoon – Supervisor Meetings; Most students will continue their day by meeting with their supervisors. This information will come directly from the supervisor/Department.</li> </ul>
January 17	Tuesday	First day of student teaching.
January 17	Tuesday	Student Teachers – (3:00 pm – 6:00 pm) Students meet with supervisors if necessary <b>Co-ops:</b> Please permit your student to leave as needed to allow for travel back to campus.
January 25	Wednesday	Student Teachers – Complete ‘Application to Graduate’ – Deadline mid-February 2023. <ul style="list-style-type: none"> <li>Visit <a href="https://www.millersville.edu/commencement/index.php">https://www.millersville.edu/commencement/index.php</a> for details.</li> <li>Undergraduate Students - online application; Masters Students - give application to advisor</li> </ul>
February 21	Tuesday	Student Teachers <b>**Required!**</b> – Certification Information Session (1:00 – 2:00 pm) – Winter Center, Clair Performance Hall – <b>IN PERSON</b> Parking Pass required - visit the MU Parking Division webpage for information and to apply for a one-day pass.
February 21	Tuesday	Student Teachers <b>**Required!**</b> – Chalk to Chalkboard Student Teaching Interview Event (3:00 pm -8:00 pm) - Student Memorial Center, MPR - <b>IN PERSON</b> <ul style="list-style-type: none"> <li>Contact ELCM for information. Parking Pass required - visit the MU Parking Division webpage.</li> </ul>
February 27	Monday	Student Teachers - Contact second cooperating teacher. <ul style="list-style-type: none"> <li>Appointments made outside of school day.</li> </ul>
March 7	Tuesday	Student Teachers - <b>Teacher Recruitment Day</b> - OPTIONAL - <b>Absence Form Required!</b> <ul style="list-style-type: none"> <li>This is an excused absence – absence form required. Students are encouraged to attend.</li> <li>Contact ELCM for event information.</li> </ul>
March 10	Friday	Last day of first student teaching assignment (for students with two teaching assignments). <ul style="list-style-type: none"> <li>Full day assignment.</li> </ul>
March 13	Monday	First day of student teaching for second assignment.
March 15	Wednesday	<b>DUE! Supervisor Evaluations</b> <ul style="list-style-type: none"> <li>MU Adapted Danielson Evaluations for ALL students (online only)</li> <li>PDE 430 Eval for ALL student teachers (online &amp; hardcopy to Field Services)</li> <li>Observation/Grade Sheets submitted to department secretaries</li> </ul>
April 1	Saturday	<b>DUE! Student Teachers **Required!**</b> – <b>MU Request to Recommend form</b> for May certification - Submit form online to Field Services.
May 1	Monday	Student Teachers – Earliest Date to <u>begin</u> <b>Submitting TIMS application</b> (if applicable) <ul style="list-style-type: none"> <li>Review ‘Six Steps to Certification’ information.</li> </ul>
May 4	Thursday	Final day of student teaching – Half day assignment – dismissal at NOON.
May 5	Friday	Appointments with University Supervisors for final evaluations (if not conducted previously).
May 6	Saturday	Commencement
May 10	Wednesday	<b>DUE! Supervisor Evaluations, Observation/Grade Sheets and online grades</b> <ul style="list-style-type: none"> <li>MU Adapted Danielson Evaluations for ALL students (online only)</li> <li>PDE 430 Eval for ALL student teachers (online &amp; hardcopy to Field Services)</li> <li>Observation/Grade Sheets submitted to department secretaries</li> <li>Grades for first half, second half and full semester placements entered into MAX.</li> </ul>

**Questions?** Contact: Department of Field Services ● (717) 871-5752 ● [Field.Services@millersville.edu](mailto:Field.Services@millersville.edu) ● Stayer Hall, Room 120, Millersville University, Millersville, PA 17551 ● Visit us online! <https://www.millersville.edu/fieldservices/index.php>