

# MILLERSVILLE UNIVERSITY – STUDENT TEACHING CALENDAR

## Spring Semester - 2024

7/2023 – Subject to Change

November 7-14, 2023	Tuesday	Fall 2023 Student Teachers <b>**REQUIRED** Orientation (Online through D2L)</b>
January 12, 2024	Friday	Student Teachers <b>**REQUIRED** “First Day Meeting” for Student Teachers</b> <ul style="list-style-type: none"> <li>• <b>Keep Entire Day Open!</b></li> <li>• <b>9:00 am -12:30 pm:</b> First Day Meeting. Biemesderfer Concert Hall in Winter Center</li> <li>• <b>Afternoon:</b> Supervisors Meetings; Most students will continue their day by meeting with their supervisors. This information will come directly from the supervisor/department.</li> </ul>
January 16	Tuesday	First day of student teaching.
January 16	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 24	Wednesday	Student Teachers – Complete ‘Application to Graduate’ <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 20	Tuesday	Student Teachers <b>**REQUIRED** Certification Information Session</b> <ul style="list-style-type: none"> <li>• 1:30 pm- Winter Center, Clair Performance Hall - IN PERSON</li> </ul>
February 20	Tuesday	Student Teachers <b>**REQUIRED** Chalk to Chalkboard</b> Student Teaching Interview Event <ul style="list-style-type: none"> <li>• 3:00 pm -8:00 pm - Student Memorial Center, MPR - IN PERSON</li> <li>• Contact ELCM for information.</li> </ul>
February 26	Monday	Student Teachers - Contact second cooperating teacher. <ul style="list-style-type: none"> <li>• Appointments made outside of the school day.</li> </ul>
March 8	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 11	Monday	First day of student teaching for second assignment.
March 13	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>
March 15	Friday	<b>DUE! Student Teachers **REQUIRED** MU Request to Recommend form</b> for May certification. Submit form online to Field Services.
May 1	Wednesday	Student Teachers – Earliest Date to <u>begin</u> Submitting TIMS application (if applicable) <ul style="list-style-type: none"> <li>• Review ‘Six Steps to Certification’ information.</li> </ul>
May 2	Thursday	Final day of student teaching – Half day assignment – dismissal at NOON.
May 3	Friday	Appointments with University Supervisors for final evaluations (if not conducted previously).
May 4	Saturday	Commencement
May 8	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>