



Office of Clinical Experiences  
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Office of Clinical Experiences  
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**MEMORANDUM**

**TO:** Program Area Coordinators/University Supervisors

**SUBJECT:** Fall 2009 Senior II Internship

**DATE:** May 29, 2009

Enclosed is a list of intern(s) that you will be supervising for the fall 2009 semester. If the intern can not be reached at the number provided, please access the campus directory from One-Stop. When available we provide supervisors an Intern Information Sheet for each intern. This sheet was submitted to us by the intern at the beginning of the Senior I semester. Changes during Senior I may not be reflected on this sheet. Also, if the intern did not submit the form to us, we were unable to include it in the packet.

Also enclosed is the Senior II Internship Calendar for fall semester 2009. Please distribute a copy of the calendar to each of your interns. Interns can access this calendar on the OCE website listed at the end of this memo. ***It is the responsibility of the university supervisor to inform interns of the first Senior II Mandatory Seminar scheduled for Wednesday, August 26, 2009 in Mendenhall in the Great Rooms as follows:***

- Middle Grades, Secondary & K-12 Program Areas  
 Wednesday, August 26, 2009 from 8:30 a.m. – 10:00 a.m.
- B-K, ELEM and SPED Program Areas  
 Wednesday, August 26, 2009 from 10:30 a.m. – 12:00 p.m.

A completed Physical Examination form for all fall semester 2009 Senior II interns must be submitted to the Office of Clinical Experiences by July 31, 2009. ***North Carolina law will not allow interns to begin the Senior II Internship until a copy of the Physical Examination form is on file in the Office of Clinical Experiences.***

Enclosed are supervision forms and due dates to be used for the fall 09 semester. Please return the forms to the Office of Clinical Experiences (Speight 110) on the due dates.

<b>Initial Visit Report</b>	<b>Thursday, September 10, 2009</b>
<b>First Progress Report</b>	<b>Friday, September 25, 2009</b>
<b>Second Progress Report</b>	<b>Friday, October 23, 2009</b>
<b>Third Progress Report</b>	<b>Friday, November 20, 2009</b>
<b>Early Release Date</b>	<b>Monday, November 30, 2009</b>
<b>Grade Posting</b>	<b>Earliest Wednesday, December 16, 2009</b>
<b>Portfolio Verification Form</b>	<b>Friday, December 18, 2009</b>
<b>Disposition Form C</b>	<b>Friday, December 18, 2009</b>
<b>*Fourth Progress Report</b>	<b>Friday, December 18, 2009</b>
<b>**Final Evaluation</b>	<b>Friday, December 18, 2009</b>

**\*\*FINAL EVALUATION REPORTS MUST BE TYPED AND HAVE ORIGINAL SIGNATURES. PLEASE NOTE THAT FOR YOUR CONVENIENCE A COMPUTER - GENERATED COPY OF THIS FORM IS AVAILABLE ON THE OCE WEBSITE AT [WWW.ECU.EDU/CS-EDUC/TEACHED/OCE.CFM](http://WWW.ECU.EDU/CS-EDUC/TEACHED/OCE.CFM).**