

INTERN CHECKLIST AND DEADLINES

Item or Task		Date Due	Date Completed or Submitted
August	Complete the online <i>Application for Probationary Certification</i>	August 1	
	Submit <i>Fee Agreement</i> and <i>Statement of Eligibility for Internship</i> to your superintendent's office for completion	August 1	
	Register as a WT Intern with the PACT (Online Mentor Training) website, http://tap.tarleton.edu/pact	August 1	
	Confirm fall registration and submit payment by 4:00pm	August 15	
September	Confirm submission of all paperwork: <i>Fee Agreement, Statement of Eligibility, Intern Information Sheet, and Daily Schedule</i>	September 1	
	Confirm submission of <i>Application for Probationary Certification</i> and fingerprinting including payment of all fees	September 1	
October	Submit one <i>Intern Observation of the Mentor</i> report documenting one class period (45-minute minimum) of observation	October 1	
	Collaborate with mentor to complete <u>activities</u> for Online Mentor Training Modules I (Goals activity) & II (Roles and Phases activity)	October 1	
November	Submit one <i>Intern Observation of the Mentor</i> report documenting one class period (45-minute minimum) of observation	November 1	
	Collaborate with mentor to complete <u>activities</u> for Online Mentor Training Module III (Scenarios 1-4 activities)	November 1	
December	Submit one <i>Intern Observation of the Mentor</i> report documenting one class period (45-minute minimum) of observation	December 1	
	Confirm submission of all <i>Intern and Mentor Observation</i> forms for the fall (three reports each, documenting one 45-min observation/report)	December 1	
	Confirm spring registration and submit payment by 4:00pm	December 20	
Feb	Submit one <i>Intern Observation of the Mentor</i> report documenting one class period (45-minute minimum) of observation	February 1	
Mar	Submit one <i>Intern Observation of the Mentor</i> report documenting one class period (45-minute minimum) of observation	March 1	
April	Submit one <i>Intern Observation of the Mentor</i> report documenting one class period (45-minute minimum) of observation	April 1	
	Collaborate with mentor to complete <u>activities</u> for Online Mentor Training Module IV (Goals Review activity)	April 1	
May	Submit <i>Collaboration Time Log</i>	May 1	
	Submit <i>Professional Development Tracking Form</i>	May 1	
	Submit <i>PDAS Classroom Observation Summary</i>	May 1	
	Register for intersession and/or summer course work, if applicable	May 1	
	Apply for the <i>Standard Educator Certificate</i> if requirements complete	May 1	
Aug	Contact the OAC regarding a <i>Probationary Certificate</i> extension if all requirements have not been completed (<i>a fee will be charged to cover the expense of required supervision during the extension year</i>)	August 1	

*Documents available in the "Forms" folder on the OAC website, www.wtamu.edu/altcert.