University of Wisconsin-La Crosse University Supervisors are required to make **two classroom observation visits for each student teacher/intern each quarter**. All observations must be a minimum of one hour in length. University supervisors must conduct a pre-observation meeting (approximately 15 minutes) with the respective student teacher and a post-observation meeting with both the student teacher and the cooperating teacher. *The SIP must be the product of a three-way conference between the student teacher, cooperating teacher, and university supervisor.*

| Completed by end of week 2 | **Introductory Triad Visit**  
Informal observation for students in quarter 3 placements. |
|----------------------------|-------------------------------------------------------------|
| Completed by end of week 4 | **Observation 1**  
**SIP 1 completed** for all students in a quarter 3 placement. |
| Completed by end of week 5 | **SIP 1 due to** the Office of Field Experience for all students in a quarter 3 placement. (Katie Hosley-Frieden)  
Inform OFE Director if any student is unsuccessful thus far |
| Completed by end of week 8 | **Observation 2**  
For all student teachers in a quarter 3 placement.  
Inform OFE Director if any student is unsuccessful thus far. |
| Completed and submitted by week 10. | **Final SIP completed** for all student teachers in a quarter 3 placement. (Katie Hosley-Frieden)  
All travel reimbursement forms due to OFE. |
| Completed by end of week 11 | **Introductory Triad Visit**  
Informal observation for students in quarter 4 placements. |
| Completed by end of week 13 | **Observation 1**  
**SIP 1 completed** for all students in a quarter 4 placement. |
| Completed by end of week 14 | **SIP 1 due to** the Office of Field Experience for all students in a quarter 4 placement. (Katie Hosley-Frieden)  
Inform OFE Director if any student is unsuccessful thus far |
| Completed by end of week 17 | **Observation 2**  
For all student teachers in a quarter 4 placement.  
Inform OFE Director if any student is unsuccessful thus far. |
| Completed and submitted by June 17, 2015 | **Final SIP completed** for all student teachers in a quarter 4 placement. (Katie Hosley-Frieden)  
All travel reimbursement forms due to OFE. |