

### ESN INTERNSHIP SCHEDULING AND PLANNING FORM

Intern \_\_\_\_\_ Date \_\_\_\_\_  
School Site \_\_\_\_\_ Setting \_\_\_\_\_  
Supervisor \_\_\_\_\_

**Intern must prepare and attach a weekly schedule. Schedule must include:**

- ***Education Specialist Teacher Schedule***
- ***Paraeducator Schedule***
- ***Student Schedule***
- ***Related Service Professionals Therapy/Support Time***

**Evaluation:**

\_\_\_Posted/Available for all to access \_\_\_Clear and easy to understand \_\_\_Updated when necessary

**Comments:**

**Other Supervisor Observations and Remarks:**

**Intern Goal/Focus for next observation:**

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
University Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Date/Time Next Observation: \_\_\_\_\_