

Checklist of Student Teaching/Intern Forms

(All forms can be found at: <http://www.uwstout.edu/soe/AlphaFormDoc.html>)

Student Teachers/Interns are responsible for the following:

_____ **First Week Report**

- Complete and submit to University Supervisor (if required)

_____ **School, District and Professional Contributions and Family Contact Logs**

- Complete and submit to University Supervisor (if required)

_____ **Written Self-Evaluations and Reflections**

- Complete and submit to University Supervisor (if required)

_____ **Written evaluation/comments from University Supervisor observations**

- Place a copy in your e-Portfolio

_____ **Report of Student Teacher/Intern Competencies During Clinical Practice
(weekly and/or biweekly and/or midterm – as determined by program)**

- Cooperating Teacher completes based on observations
- Review with Cooperating Teacher, sign and share with University Supervisor during visits

_____ **e-Portfolio Artifacts and related Reflections** (as required by program)

- Develop two artifacts for each nine week placement
- Cooperating Teacher and/or University Supervisor reviews and assesses
- Place in your e-Portfolio

_____ **Final Report of Student Teacher/Intern Competencies During Clinical Practice**

- Review, sign and place a copy in your e-Portfolio
- Submit to the University Supervisor

_____ **Letter of Evaluation/Recommendation**

- Review and place a copy of the in your e-Portfolio
- Submit to the University Supervisor

_____ **Update e-Portfolio Alignment Summary**

_____ **Review Benchmark III Portfolio Assessment Rubric and make sure e-Portfolio is complete**

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Cooperating Teachers complete and review the following forms with the Student Teacher/Intern prior to last University Supervisor observation (if possible):

_____ **Report of Student Teacher/Intern Competencies During Clinical Practice
(weekly and/or biweekly and/or midterm – as determined by program)**

- Sign and review with student

_____ **Final Report of Student Teacher/Intern Competencies During Clinical Practice**

- Sign and student teacher/intern places a copy in their e-Portfolio

_____ **Letter of Evaluation/Recommendation for Student Teacher**

- Write and sign on district letterhead
- Student teacher/intern places a copy in their e-Portfolio

_____ **e-Portfolio Artifact(s) and related Reflection(s)**

- Review and assess the student teacher/intern's portfolio artifacts and reflections (as requested)
- Student teacher/intern places a copy of their reflections in their e-Portfolio

University Supervisors sign and submit the following forms to the School of Education:

_____ **Written evaluation/comments from observations of student teacher/intern**

_____ **Final Report of Student Teacher/Intern Competencies During Clinical Practice**

_____ **Letter of Evaluation/Recommendation - No signature required**

_____ **Complete the Benchmark III Portfolio Assessment Rubric along with the program director**