University of Wisconsin-Stout
School of Education

Checklist of Student Teaching/Intern Forms
(All forms can be found at: http://www.uwstout.edu/soe/current/alphaformdoc.cfm)

Teacher Candidates are responsible for the following:

________ First Week Report
  • Complete and submit to University Supervisor (if required by program)

________ School, District and Professional Contributions and Family Contact Logs
  • Complete and submit to University Supervisor (if required by program)

________ Written Self-Evaluations and Reflections
  • Complete and submit to University Supervisor (if required by program)

________ Written evaluations/comments from University Supervisor observations
  • Place signed copy in your e-Portfolio

________ Student Teaching/Intern Evaluation Form (Midterm)
  • 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 one/two artifact(s)s for each nine week placement
  • Cooperating Teacher and/or University Supervisor review and assess
  • Place in your e-Portfolio

________ Student Teaching/Intern Evaluation Form (Final)
  • Review, and place signed copy in your e-Portfolio
  • Submit signed original to University Supervisor

________ Disposition Form(s) (Midterm and Final)
  • Review and discuss with Cooperating Teacher and University Supervisor
  • Teacher Candidate places signed copy in his/her e-Portfolio

________ Instructional Technology Utilization Rubric
  • Review and discuss with Cooperating Teacher
  • Teacher Candidate places completed copy in his/her e-Portfolio

________ Update e-Portfolio Alignment Summary

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

________ Complete evaluation survey of your Cooperating Teacher(s) and University Supervisor(s)
  • A link will be sent via email from soeassessment@uwstout.edu at the end of each placement

________ Complete the online EBI evaluation of your overall Teacher Education Experience
  • A link will be sent via email from soeassessment@uwstout.edu at the end of your final placement
Cooperating Teachers complete and review the following forms with the Teacher Candidate prior to the last University Supervisor observation (if possible):

_______ Student Teaching/Intern Evaluation Form (Midterm)
   • Complete and review with Teacher Candidate

_______ Student Teaching/Intern Evaluation Form (Final)
   • Complete and review with Teacher Candidate and University Supervisor
   • Teacher Candidate places signed copy in his/her e-Portfolio

_______ e-Portfolio Artifact(s) and related Reflection(s) or Teacher Work Sample (as required by the specific teacher education program)
   • Review and assess the teacher candidate’s portfolio artifacts and reflections OR Teacher Work Sample (as requested)
   • Teacher Candidate places copy of the artifacts, reflections, or Teacher Work Sample in his/her e-Portfolio

_______ Disposition Form(s) (Midterm and Final)
   • Complete and discuss with Teacher Candidate and University Supervisor
   • Teacher Candidate places signed copy in his/her e-Portfolio

_______ Instructional Technology Utilization Rubric
   • Complete and discuss with Teacher Candidate
   • Teacher Candidate places completed copy in his/her e-Portfolio

_______ Complete evaluation survey of the University Supervisor
   • A link will be sent via email from soeassessment@uwstout.edu at the end of each placement
University of Wisconsin-Stout  
School of Education  

Checklist of University Supervisor Forms  
(All forms can be found at: http://www.uwstout.edu/soe/current/alphaformdoc.cfm)

University Supervisor completes and reviews the following forms with the Teacher Candidate:

- Written evaluation/comments from observations of Teacher Candidate
  - Complete and review with Teacher Candidate and Cooperating Teacher
  - Teacher Candidate places signed copy in his/her e-Portfolio

- Teacher Candidate Evaluation Form
  - Review and sign with Teacher Candidate and Cooperating Teacher
  - Teacher Candidate places signed copy in his/her e-Portfolio

- Benchmark III: Portfolio Assessment Rubric
  - Teacher Candidate places signed copy in his/her e-Portfolio

- Disposition Form
  - Discuss with Teacher Candidate and Cooperating Teacher
  - Teacher Candidate places signed copy in his/her e-Portfolio

University Supervisor submits the following forms to the School of Education:

- Tracy DeRusha, Coordinator of Field Experiences
  School of Education
  267 Heritage Hall
  Menomonie, WI 54751-0790
  Phone: 715-232-2474

- Benchmark III: Portfolio Assessment Rubric - (End of Final Placement)
- Final student teaching/intern evaluation form
- Two written observations per quarter
- Disposition form from Cooperating Teacher(s) - (All Placements)
- Instructional Technology Utilization Rubric (End of Final Placement)