University of Wisconsin-Stout
School of Education

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

Student Teachers 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 evaluations/comments from University Supervisor observations
   • Place a copy in your Portfolio

________ Student Teacher Evaluation Form
   (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

________ Portfolio Artifacts and related Reflections (as required by program)
   • Develop two artifacts for each nine week placement
   • Cooperating Teacher and/or University Supervisor review and assess
   • Place in your Portfolio

________ Final Student Teacher Evaluation Form
   • Review, sign and place a copy in your Portfolio
   • Submit to University Supervisor

________ Disposition Form(s) (undergrad student teachers only)
   • Review and discuss with Cooperating Teacher and University Supervisor
   • Student Teacher places a copy in his/her Portfolio

________ Instructional Technology Utilization Rubric
   • Review and discuss with Cooperating Teacher
   • Student Teacher places a copy in his/her Portfolio

________ Update Portfolio Alignment Summary

________ Review Benchmark III Portfolio Assessment Rubric and make sure 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 student teaching 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 teaching placement
Checklist of Cooperating Teacher Forms
(All forms can be found at: http://www.uwstout.edu/soe/current/alphaformdoc.cfm)

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

_______ Student Teacher Evaluation Form
(weekly and/or biweekly and/or midterm – as determined by program)
  • Complete and review with Student Teacher

_______ Final Student Teacher Evaluation Form
  • Complete and review with Student Teacher and University Supervisor
  • Student Teacher places a copy in his/her Portfolio

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

_______ Disposition Form (undergrad student teachers only)
  • Complete and discuss with Student Teacher and University Supervisor
  • Student Teacher places a copy in his/her Portfolio

_______ Instructional Technology Utilization Rubric
  • Complete and discuss with Student Teacher
  • Student Teacher places a copy in his/her Portfolio

_______ Complete evaluation survey of the University Supervisor
  • A link will be sent via email from soeassessment@uwstout.edu at the end of each student teaching placement
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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 Student Teacher:

_______ Written evaluation/comments from observations of student teacher
  • Complete and review with Student Teacher and Cooperating Teacher
  • Student Teacher places a copy in his/her Portfolio

_______ Final Student Teacher Evaluation Form
  • Complete and review with Student Teacher and Cooperating Teacher
  • Student Teacher places a copy in his/her Portfolio

_______ Benchmark III: Portfolio Assessment Rubric
  • Student Teacher places a copy in his/her Portfolio

_______ Disposition Form
  • Discuss with Student Teacher and Cooperating Teacher
  • Student Teacher places a copy in his/her 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
  ▪ Final student teaching assessment(s) (and two written observations per quarter)
  ▪ Disposition ratings from cooperating teacher(s)
  ▪ Instructional Technology Utilization Rubric