

Faculty Supervisor _____

Student _____

School _____

Start Date _____ End Date _____

| VISIT DATES | VISIT | STUDENT VERIFICATION SIGNATURE |
|-------------|---|--------------------------------|
| 1. | Orientation Training | |
| 2. | Session 1: Observation & Coaching • Written feedback notes required | |
| 3. | Session 2: Observation & Coaching • Written feedback notes required | |
| 4. | Session 3: Observation, Coaching & Formal Evaluation • Mid-term Evaluation & Grade Form (TK20) | |
| 5. | Session 4: Observation & Coaching • Written feedback notes required | |
| 6. | Session 5: Observation & Coaching • Written feedback notes required | |
| 7. | Session 6: Observation, Coaching & Formal Evaluation • Final Evaluation & Grade Form (TK20) | |
| 8. | Pre-approval required | |
| 9. | Pre-approval required | |

At the completion of the student teaching experience please verify the following have been completed/submitted to TK20.

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| <input type="checkbox"/> Orientation Checklist/CT training checklist acknowledged in TK20 <input type="checkbox"/> Observation, Coaching, & Feedback Notes from Sessions 1-2 and Sessions 4-5 in TK20 <input type="checkbox"/> Sessions 3 & 6 Formal Evaluations completed in TK20 <input type="checkbox"/> FS Requirements (this form) – uploaded in TK20 will all signatures <input type="checkbox"/> Weekly communication & feedback on student teacher’s reflections and lesson plans in TK20 | <input type="checkbox"/> Weekly communication with cooperating teacher including collaboration on candidate’s final performance & grade (2 sample email communications or phone call summary emails uploaded in TK20) <input type="checkbox"/> Collaboration with student teacher on Individual Development Plan <input type="checkbox"/> Introduced/met with principal (provide date) Note: Best practice: non-contractual obligation |
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Please submit the signed requirements and all documents listed above to TK20.