**Western Carolina University Office of Field Experiences**

**Intern II/Student Teacher University Supervisor Checklist**

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| --- | --- | --- | --- | --- | --- |
| Intern Name: |  | Phone: |  | Email: |  |
| School: |  | | School Phone: |  | |
| Grade Level / Teaching Subject: |  | | | Semester: |  |
| Cooperating Teacher (CT): |  | Phone: |  | Email: |  |
| University Supervisor (US): |  | Phone: |  | Email: |  |
| Academic  Supervisor (AS): |  | Phone: |  | Email: |  |
| Seminar  Instructor: |  | Phone: |  | Email: |  |

**University Guidelines**

Internship II is full-time student teaching. The candidate is expected to be present in the classroom for the entire semester beginning when the cooperating teacher reports and continuing until the final day of classes at WCU.

1. **University Supervisor Visits (4-6 in all, including 3-4 face-to-face observations, please list dates)**
2. \_\_\_\_\_\_\_\_\_\_\_\_\_ Attend CEAP Office of Field Experience Orientation
3. \_\_\_\_\_\_\_\_\_\_\_\_\_Initial Contact. Review this checklist, exchange contact information, answer questions, and clarify expectations for the semester.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_Formal Observation: Plans for EACH observation must be approved by the Cooperating Teacher at least two days prior to the lesson and then emailed to the University Supervisor/Academic Supervisor prior to scheduled observation. Written feedback will be provided to the Intern for each formal observation.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_Formal observation
6. \_\_\_\_\_\_\_\_\_\_\_\_\_Midterm Conference: The University Supervisor may schedule a formal observation at this time to correspond with this school visit. The midterm will be a conference among the US, CT, AS, and Intern. The conversation should include the completion of the Certification of Teaching Capacity form and should be formative in nature, focusing on the intern’s strengths and needed growth areas on the CTC between now and the end of the semester. In addition, licensure requirements, including the edTPA portfolio, should be discussed.
7. \_\_\_\_\_\_\_\_\_\_\_\_\_Formal Observation
8. \_\_\_\_\_\_\_\_\_\_\_\_\_Final Conference: The university supervisor may schedule a formal observation to correspond with this school visit. The final evaluation will be a conference with the US, CT, AS, and Intern. The conversation should be summative and will include the completion of the final Certification of Teaching Capacity form WITH SIGNATURES / INITIALS. The Intern must earn at least a 3 on EVERY standard to be recommended for licensure. This original form must be submitted to WCU and will be forwarded to the state as part of the licensure paperwork. The internship/student teaching grade sheet should be completed as well.
9. **Cooperating Teacher Feedback (list dates):**

The cooperating teacher will provide regular formative feedback on lessons taught and overall teaching knowledge, skills, and dispositions. Cooperating teachers are required to provide written feedback for at least four lessons during the internship; two prior to the mid-term conference and two prior to the final evaluation conference.

#1\_\_\_\_\_\_\_\_ #2\_\_\_\_\_\_\_\_ #3\_\_\_\_\_\_\_\_\_ #4\_\_\_\_\_\_\_\_\_

1. **Video Recordings**
2. Interns/Student Teachers are required to record all edTPA lesson segments. Interns/Student Teachers will choose the appropriate clips from the recorded segments to include in their edTPA portfolios.
3. Evaluation of videotaped lessons will be performed via the evaluation of the edTPA portfolio.
4. **Portfolio/TaskStream Requirements**

An important part of the Intern II/Student Teaching semester is the completion of licensure requirements including all related TaskStream evidences. **The US should ensure all these requirements are completed and assessed by the appropriate assessor.**

1. \_\_\_\_\_\_ edTPA portfolio: Submitted by student on TaskStream. Evaluated by an approved scorer. Please see “[Guidelines for Supporting Candidates Completing edTPA](http://www.wcu.edu/WebFiles/PDFs/CEAP_edtpa_guidelines-for-supporting-candidates.pdf).”
2. \_\_\_\_\_\_ EE4: Certificate of Teaching Capacity: See University Supervisor information above. Paper copy with signatures turned into OFE. Online form also completed by US/AS at final conference.
3. \_\_\_\_\_ EE6: Teacher as Leader Essay: Submitted by student on TaskStream. Assessed by seminar instructor. US, AS, and CT can work with the intern on completing this requirement as needed.
4. \_\_\_\_\_ Individual Growth Plan: Submitted by student on TaskStream. Assessed by seminar instructor. US, AS, and CT can work with the intern on completing this requirement as needed.
5. \_\_\_\_\_ Final Dispositions Assessment: Completed by US at the end of internship/student teaching.
6. **Grading**
   1. \_\_\_\_\_ Grade sheet completed at final conference.
   2. \_\_\_\_\_ US posts grade in MyCat.
7. **Summary of Required Items for University Supervisor to Collect and Submit to OFE**
   1. \_\_\_\_\_ Midterm Certification of Teaching Capacity Form
   2. \_\_\_\_\_ Final Certification of Teaching Capacity Form, signed by intern, CT, principal, US, and AS (if applicable)
   3. \_\_\_\_\_ Final Grade Sheet
   4. \_\_\_\_\_ This US Checklist
   5. \_\_\_\_\_ Program-Specific Checklist
8. **Program Specific Guidelines**

Each program will provide a specific description of additional guidelines and requirements including the following.

* Minimum requirements for full-time teaching responsibility
* Full-time teaching transition plan
* Lesson plan requirements
* Reflection requirements
* Other items as deemed appropriate