Documents to be handed in to the Student Teaching Coordinator

*****Student Teaching Evaluations (STE) are done online. It is not necessary to send copy to the office

At Midterm:
If appropriate – Signed contract among student teacher, cooperating teacher, and supervisor stipulating objectives and exact dates said objectives must be met in order to continue in student teaching placement.

At Final:
Supervisor Log of Student Teachers
Student Teaching Absence Form
Student Teacher's Assessment Assignment for Student Learning
All of the Evaluation forms— All evaluation forms should be submitted in a sealed envelope
  Cooperating Teacher Evaluation of Supervisor
  Student Teacher Evaluation of Supervisor
  Student Teacher Evaluation of Cooperating Teacher

Documents to be handed in to the Field Placement Office

Monthly:
Mileage forms should be received by the FPO by the 10th of each month

At Midterm (or date designated by FPO):
College Supervisor's Assessment of Cooperating Teacher (yellow form)
Placement Verification Form (green form)

At Final (or date designated by FPO):
College Supervisor's Assessment of Cooperating Teacher (yellow form)
Placement Verification Form (green form)