

## Fall 2021 STE Student Teacher (ST) Work in Watermark for FESP Areas

**Directions for Completing the Required Work and STE in Watermark:**

Log into Watermark through myRedDragon: Student Tab, Academic Resources Box - Watermark Link.

- Locate your DRF - **Student Teaching Unit and STE Data System** on the home page, **Yellow School Bus Icon**.

The chart below identifies the **Required Submission Areas for Student Teachers (ST)** in the **Student Teaching Unit and STE Data system**.

**Please Read Directions:** For each submission there is a proper recipient. Some go to **Student Teacher Coordinator**, most to your **Supervisor**, and a few to **SUNY Cortland Manager**. Please read careful and remember **Due Dates** are listed here and in Watermark.

Submission Details for Watermark Student Teaching Area (DRF)	Due Dates <i>Time: Midnight of Date</i>
<ul style="list-style-type: none"> <li>• <b>Required Forms for FESP Office: Emergency Contact Form:</b> Submit to the <b>Student Teacher Coordinator</b> (for your program) in Watermark (<i>Print or send an electronic copy to School Nurse of host teacher's school.</i>)</li> <li>• <b>GoReact Introductory Module (will open 8/30/2021)</b></li> </ul>	<p><b>Due Monday, 8/30/2021</b></p> <p><b>Due Thursday, 9/2/2021</b></p>
<ul style="list-style-type: none"> <li>• <b>Required Forms for FESP Office: Placement Verification Form</b> (Cooperating Teacher/Placement Information) Submit to your student teaching <b>Supervisor</b>.</li> </ul>	<b>Due Monday, 9/13/2021</b>
<b>STE Review #1</b> - STE - Self Evaluation: Submit to your student teaching <b>Supervisor</b> .	<b>Between 9/15/2021 – 9/22/2021</b>
<b>STE Review #2</b> - STE - Self Evaluation and Program Addendum (when applicable): Submit to your student teaching <b>Supervisor</b> .	<b>Between 10/6/2021 – 10/13/2021</b>
<p><b>**Students with <i>Single Full Semester Placement</i> go to <b>STE Review #3</b> and continue all required work by due dates. (Do NOT complete Placement Verification Form #2 if it is visible in your Watermark system.).</b></p> <p><b>Students with <i>Two Placements in the Semester</i> (Q1 and Q2) begin with <b>Required Forms for FESP: Placement Verification Form #2</b> and continue on with all required work in this chart (below). <b>At this time</b>, you may also complete <b>1st Quarter Only: CT Satisfaction Survey</b> in the Student Teaching Work Area. <b>Please remember</b> to give a copy of the previously submitted Emergency Contact Form to the school nurse, if you are in a new school building during 2nd half of the semester.</b></p>	
<ul style="list-style-type: none"> <li>• <b>Required Forms for FESP: Placement Verification Form #2</b> (Cooperating Teacher/Placement Information) Submit to your student teaching <b>Supervisor</b>.</li> </ul>	<b>Monday, 11/1/2021</b>
<b>STE Review #3</b> - STE - Self Evaluation: Submit to your student teaching <b>Supervisor</b> .	<b>Between 11/10/2021 – 11/17/2021</b>
<b>STE Review #4</b> - STE - Self Evaluation and Program Addendum (when applicable) Submit to your student teaching <b>Supervisor</b> .	<b>Between 12/1/2021 – 12/8/2021</b>
<p><b>Student Teaching Work Area</b> - Submit these to the <b>SUNY Cortland Manager</b></p> <ul style="list-style-type: none"> <li>• <b>1st Quarter Only: CT Satisfaction Survey</b> on Cooperating Teacher.</li> <li>• <b>2nd Quarter and/or Full Semester:</b> CT Satisfaction Survey on Cooperating Teacher.</li> <li>• <b>End of Student Teaching:</b> CT Satisfaction Survey on Supervisor.</li> <li>• <b>Exit Survey:</b> Required by all Student Teachers</li> </ul> <p><i>All items in Student Teaching Working Area, are NOT seen by supervisors or cooperating teachers. When submitting they will automatically go to the <b>SUNY Cortland Manager</b> to maintain confidentiality and anonymity of feedback. Information is shared both anonymously and confidentially with the Educational Unit to continue program excellence.</i></p>	<b>All to be completed by 12/15/2021</b>

Need support contact the SUNY Cortland Watermark Manager, [Chris.Widdall@cortland.edu](mailto:Chris.Widdall@cortland.edu) or your Teacher Program Coordinator.