

## Spring 2022 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 carefully 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 1/17/2022)</b></li> </ul>	<p><b>Due 1/17/2022</b></p> <p><b>Due 1/27/2022</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 1/27/2022</b>
<b>STE Review #1</b> - STE - Self Evaluation: Submit to your student teaching <b>Supervisor</b> .	<b>Between 2/16/2022 – 2/23/2022</b>
<b>STE Review #2</b> - STE - Self Evaluation and Program Addendum (when applicable): Submit to your student teaching <b>Supervisor</b> .	<b>Between 3/9/2022 – 3/16/2022</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> (Q3 and Q4) begin with Required Forms for FESP: Placement Verification Form #2 and continue on with all required work in this chart (below). At this time, you may also complete 3rd Quarter Only: CT Satisfaction Survey in the Student Teaching Work Area. Please remember 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, 3/28/2022</b>
<b>STE Review #3</b> - STE - Self Evaluation: Submit to your student teaching <b>Supervisor</b> .	<b>Between 4/6/2022 – 4/13/2022</b>
<b>STE Review #4</b> - STE - Self Evaluation and Program Addendum (when applicable) Submit to your student teaching <b>Supervisor</b> .	<b>Between 5/4/2022 – 5/11/2022</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>3rd Quarter Only: CT Satisfaction Survey</b> on Cooperating Teacher.</li> <li>• <b>4th 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 SUNY Cortland Manager 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 5/11/2022</b>

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