University of Wisconsin-Stevens Point  
College of Professional Studies  
School of Education  
Office of Field Experiences  

University Supervisor’s Checklist  

Please use this checklist to assist in maintaining accurate records of your work with teacher candidates. This form need not be submitted to the Office of Field Experiences. 

Candidate Name ____________________________________________________________  

Statement of Expectations ¹  
Signed by Triad   □  Date ________________  
Signed by Triad (as needed) □  Date ________________  

Supervisor Formative Evaluations ²  
#1 □  Date 1 ________________  
#2 □  Date 2 ________________  
#3 □  Date 3 ________________  
#4 □  Date 4 ________________  

Cooperating Teacher Assessment(s) ³  
#1 □  Date 1 ________________  
#2 (as needed) □  Date 2 ________________  
#3 (as needed) □  Date 3 ________________  

Presentation ⁵  
Evaluation □  Date ________________  

1. Need not be submitted to the Office of Field Experiences  
2. ALL copies must be submitted within 1 week of the end of the placement  
3. Paper copies must be submitted within 1 week of the end of the placement  
   a. MUST be signed by Cooperating Teacher  
   b. MUST be signed by Teacher Candidate  
4. Submit day of Professional Presentation