



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		
Does not need to be submitted to the Office of Field Experiences.		
Placement 1 - <i>Signed by CT & TC; received by Supervisor</i>	Date:	
Placement 2 - <i>Signed by CT & TC; received by Supervisor (as needed)</i>	Date:	

Supervisor Formative Evaluations		
A total of 4 evaluations are required for all undergraduate and graduate student licensing files. ALL copies must be submitted within 3 days of the end of the placement		
#1 (in-person)	Date 1:	
#2 (in-person)	Date 2:	
#3 (in-person)	Date 3:	
#4 (<i>virtual meeting with student re: professionalism, WTS 9,10; prompts provided after 2nd seminar/job fair</i>)	Date 4:	

Capstone Presentation		
Submit as announced by seminar instructor		
Grade submitted to Office of Field Experiences	Date:	

Cooperating Teacher Evaluation(s)*		
Must be submitted within one week of the end of the placement <ul style="list-style-type: none"> MUST be signed by the Cooperating Teacher MUST be signed by the Teacher Candidate <i>*CT and TC are responsible for this evaluation, but OFE appreciates supervisors' help in ensuring they are submitted in a timely manner.</i>		
Placement 1	Date 1:	
Placement 2 (as needed)	Date 2:	
Placement 3 (as needed)	Date 3:	