REMNINDERS:

- The Supervisor is responsible for tracking all activities in Via and turning in necessary forms to the Office of Student Teaching and Field Placement.

- Please double check all documents that require signatures and dates to ensure that the Supervisor signature, Teacher Candidate signature, Mentor Teacher signature, and dates are present where required.

| PLACEMENT #1: 01/10/22 – 03/04/2022; PLACEMENT #2: 03/07/2022 – 04/29/2022 |

SUPERVISOR RESPONSIBILITIES

- Review the Teacher Candidate’s Via ePortfolio at each visit.
- Ensure that the Teacher Candidate’s hours are being approved by the Mentor Teacher in Via each week.
- Ensure that all Mentor Teacher evaluations are being completed in Via.

MIDTERM PAPERWORK

**Supervisor (**Please submit on EllyDUQ**)**

- **ST 5** – Student Teacher Observation Evaluation Record (___/2)
  - Supervisor Submitted/Signed ______  Teacher Candidate Signed ______  Dated ______
- **ST 5** – Student Teacher Observation Evaluation Record (___/2)
  - Supervisor Submitted/Signed ______  Teacher Candidate Signed ______  Dated ______
- **PDE 430** – PA Statewide Evaluation
  - Supervisor Submitted in Via ______  Teacher Candidate Signed in Via ______

**Mentor Teacher – due from PLACEMENT #1 Mentor Teacher**

NOTE: All the following midterm paperwork will be completed by the PLACEMENT #1 mentor teacher in Via.

- **ST 5** – Student Teacher Observation Evaluation Record (___/2)
  - Mentor Submitted in Via ______  Teacher Candidate Signed in Via ______
- **ST 5** – Student Teacher Observation Evaluation Record (___/2)
  - Mentor Submitted in Via ______  Teacher Candidate Signed in Via ______
- **ST 6** – Student Teacher Midterm Evaluation
  - Mentor Submitted in Via ______
- **ST 6** – Sign and Confirm by Student
  - Teacher Candidate Submitted in Via ______

**Other Forms:**

- **ST 23** – Observation of Other Teachers (submitted via e-mail to supervisor by teacher candidate)
  - Teacher candidate needs to complete THREE (3) ST23s within the first few weeks of the student teaching experience. The supervisor should review these and comment on each submission.
- **Honorarium Stipend and W-9**
  - Please ensure BOTH mentor teachers have turned these documents into the Office of Student Teaching.
ST 1B – SPLIT PLACEMENTS

UNIVERSITY SUPERVISOR CHECKLIST (FINAL)

REMINDEERS:
- The Supervisor is responsible for tracking all activities in VIA and turning in necessary forms to the Office of Student Teaching and Field Placement.
- Please double check all documents that require signatures and dates to ensure that the Supervisor signature, Teacher Candidate signature, Mentor Teacher signature, and dates are present where required.
- PLACEMENT #1: 08/30/21 – 10/20/2021; PLACEMENT #2: 10/21/2021 – 12/10/2021

SUPERVISOR RESPONSIBILITIES

• Review the Teacher Candidate’s Via ePortfolio at each visit.
• Ensure that the Teacher Candidate’s hours are being approved by the Mentor Teacher in VIA each week.
• Ensure that all Mentor Teacher evaluations are being completed in Via.
• Complete an evaluation of the Mentor Teacher via a survey link that will be distributed to you by the Office of Student Teaching. Evaluations are confidential and submissions will only be accessible by the Office of Student Teaching.

FINAL PAPERWORK

**Supervisor (**Please submit on EllyDUQ**)**

- **ST 5** – Student Teacher Observation Evaluation Record (___/2)
  - Supervisor Submitted/Signed
  - Teacher Candidate Signed
  - Dated
- **ST 5** – Student Teacher Observation Evaluation Record (___/2)
  - Supervisor Submitted/Signed
  - Teacher Candidate Signed
  - Dated
- **PDE 430** – PA Statewide Evaluation
  - Supervisor Submitted/Signed
  - Teacher Candidate Signed
  - Dated
- **ST 22** – Final Record of Student Teaching by Supervisor (collaborate with Mentor Teacher; located in Via)
  - Supervisor Submitted
- **ST 22** – Confirm and Sign by Student (only to be submitted by Teacher Candidate AFTER both the Supervisor and Mentor submit their ST22 forms; located in Via)
  - Teacher Candidate Submitted

**Mentor Teacher – due from PLACEMENT #2 Mentor Teacher**

NOTE: All the following final paperwork will be completed by the PLACEMENT #2 mentor teacher in Via.

- **ST 5** – Student Teacher Observation Evaluation Record (___/2)
  - Mentor Submitted in Via
  - Teacher Candidate Signed in Via
- **ST 5** – Student Teacher Observation Evaluation Record (___/2)
  - Mentor Submitted in Via
  - Teacher Candidate Signed in Via
- **ST 7** – Student Teacher Final Evaluation
  - Mentor Submitted in Via
- **ST 7** – Sign and Confirm by Student
  - Teacher Candidate Submitted in Via
- **ST 22** – Final Record of Student Teaching by Mentor Teacher (collaborate with University Supervisor)
  - Mentor Submitted in Via