

**General Student Teaching Paperwork**

**MIDTERM PAPERWORK – DUE 10/20/2021**

**University Supervisor and Teacher Candidate Midterm Paperwork (all submitted on EllyDUQ)**

- **ST 5** – Student Teacher Observation Evaluation Record
  - Supervisor Submitted/Signed \_\_\_\_\_ Teacher Candidate Signed \_\_\_\_\_
- **ST 5** – Student Teacher Observation Evaluation Record
  - Supervisor Submitted/Signed \_\_\_\_\_ Teacher Candidate Signed \_\_\_\_\_
- **PDE 430 Midterm** – PA Statewide Evaluation
  - Supervisor Submitted/Signed \_\_\_\_\_ Teacher Candidate Signed \_\_\_\_\_

**Mentor Teacher and Teacher Candidate Midterm Paperwork (all submitted on Via)**

*All the following paperwork will be completed by the mentor teacher and teacher candidate in Via.* If a student teacher has ONE mentor teacher for the entire experience, the mentor must complete five (5) ST5s. If the teacher candidate has a split placement (i.e., TWO mentors), each mentor must complete two (2) ST5s, so that the student has a total of four (4) ST5s by the end of the semester.

- **ST 6** – Student Teacher Midterm Evaluation
  - Mentor Submitted \_\_\_\_\_ Teacher Candidate Submitted “ST6 Confirm and Sign” \_\_\_\_\_
- **ST 5** – Student Teacher Observation Evaluation Record ( \_\_\_/4 for split placement; 5 for single mentor)
  - Mentor Submitted \_\_\_\_\_ Teacher Candidate Submitted “ST5 Confirm and Sign” \_\_\_\_\_
- **ST 5** – Student Teacher Observation Evaluation Record ( \_\_\_/4 for split placement; 5 for single mentor)
  - Mentor Submitted \_\_\_\_\_ Teacher Candidate Submitted “ST5 Confirm and Sign” \_\_\_\_\_

**FINAL PAPERWORK – DUE 12/14/2021**

**University Supervisor and Teacher Candidate Paperwork (all submitted on EllyDUQ)**

- **ST 5** – Student Teacher Observation Evaluation Record
  - Supervisor Submitted/Signed \_\_\_\_\_ Teacher Candidate Signed \_\_\_\_\_
- **ST 5** – Student Teacher Observation Evaluation Record
  - Supervisor Submitted/Signed \_\_\_\_\_ Teacher Candidate Signed \_\_\_\_\_
- **PDE 430 Final** – PA Statewide Evaluation
  - Supervisor Submitted/Signed \_\_\_\_\_ Teacher Candidate Signed \_\_\_\_\_

**Mentor Teacher and Teacher Candidate Final Paperwork (all submitted on Via)**

*All the following paperwork will be completed by the mentor teacher and teacher candidate in Via.* If a student teacher has ONE mentor teacher for the entire experience, the mentor must complete five (5) ST5s. If the teacher candidate has a split placement (i.e., TWO mentors), each mentor must complete two (2) ST5s, so that the student has a total of four (4) ST5s by the end of the semester.

- **ST 5** – Student Teacher Observation Evaluation Record ( \_\_\_/4 for split placement; 5 for single mentor)
  - Mentor Submitted \_\_\_\_\_ Teacher Candidate Submitted “ST5 Confirm and Sign” \_\_\_\_\_
- **ST 5** – Student Teacher Observation Evaluation Record ( \_\_\_/4 for split placement; 5 for single mentor)
  - Mentor Submitted \_\_\_\_\_ Teacher Candidate Submitted “ST5 Confirm and Sign” \_\_\_\_\_

- **ST 5**– Student Teacher Observation Evaluation Record ( \_\_\_/4 for split placement; 5 for single mentor)
  - Mentor Submitted \_\_\_\_\_ Teacher Candidate Submitted “ST5 Confirm and Sign” \_\_\_\_\_
- **ST 7** – Student Teacher Final Evaluation
  - Mentor Submitted \_\_\_\_\_ Teacher Candidate Submitted “ST7 Confirm and Sign” \_\_\_\_\_
- **ST 22** – Final Record of Student Teaching by Mentor Teacher
  - Mentor Submitted \_\_\_\_\_
- **ST 22** – Final Record of Student Teaching by Supervisor
  - Supervisor Submitted \_\_\_\_\_
- **ST 22** – Confirm and Sign (only to be submitted by teacher candidate AFTER both the supervisor and mentor submit their respective ST22 forms on Via)
  - Teacher Candidate Submitted \_\_\_\_\_

### **Other Teacher Candidate Responsibilities:**

- **ST 23 – Observation of Other Teachers (submitted to supervisor through email)**
  - You must submit THREE (3) ST23s to your supervisor within the first three weeks of the student teaching experience. Please contact [OSTFP@duq.edu](mailto:OSTFP@duq.edu) if you have difficulty completing this assignment.
- **Draft ePortfolio (submitted in Via; first activity listed in Via)**
  - Please upload a link to your Draft ePortfolio to the “*Draft Portfolio and Midterm Checkpoint*” activity in Via **by week 3**. You do NOT need to have any materials housed in the Draft Portfolio by week 3. The intention of this activity is to give your supervisor access to your Draft ePortfolio so that they will be able to review your materials any time they may need to do so in the future.
- **Daily Lesson Plans and Self-Evaluations** – Both the daily lesson plans and self-evaluations should be kept in Via OR on a platform that you, your mentor teacher, and supervisor can all easily access (e.g., Box, Drop Box, One Drive, Google Docs, etc.). If you choose to use Via to house your daily lessons and self-evaluations, please create a separate ePortfolio for these documents and upload the ePortfolio link to the “*Daily Lesson Plans and Self-Evaluations Portfolio*” activity in Via.
  - The following questions may be used to promote reflections on lessons:
    - What went well during the lesson?
    - Did the students meet the objectives of the lesson?
      - If so, what did students do that let me know they had met the objectives?
      - If not, what would I do differently if I taught the lesson again?
    - What can I do next to help students understand the concept of the lesson?
    - Why did \_\_\_\_\_ occur during the lesson?
    - Why was \_\_\_\_\_ not accomplished?
    - Did the students respond to \_\_\_\_\_ as I anticipated? Why or why not?
- **Weekly eReports (submitted weekly by teacher candidate to supervisor via email)**
  - Your supervisor will establish a due date for these each week. You should complete your report in a WordDoc and e-mail it to your supervisor.
- **Student Teaching Daily Activities Log (logged in Via)**
  - Student teachers should only log ONE entry per day that includes the total number of hours completed and a description of the activities completed during the school day.
- **Midterm Checkpoint Assignment (created within your Draft ePortfolio) - DUE 10/20/2021**
  - Please refer to the Portfolio Guidelines document on the Via homepage for further instructions.
- **Showcase ePortfolio (you may use your Midterm Checkpoint Assignment in your Showcase ePortfolio) -**
  - Please refer to the Portfolio Guidelines document on the Via homepage for further instructions.
  - Prior to your Exit Interview and Showcase ePortfolio presentation, you **must** share your Showcase ePortfolio link with your supervisor and/or set up a meeting with your supervisor to obtain feedback. The

purpose of sharing your Showcase ePortfolio with your supervisor is to give you the chance to strengthen your ePortfolio content prior to your Exit Interview. The assessment of your Showcase ePortfolio by your supervisor does NOT count toward or against your final grade. **If you would like to receive formative feedback on your Showcase ePortfolio from your supervisor, you MUST submit a link to your ePortfolio in the *Showcase Portfolio Review by Supervisor* activity in Via.**