

**UNIVERSITY SUPERVISOR**  
**CHECKLIST (MIDTERM) SP'21**

**REMINDERS:**

**- The Supervisor is responsible for tracking all activities in Via. Please log into Via each day to ensure student teacher log hours are being approved by the mentor teacher and student teacher and mentor teacher activities are being completed on time.**

-If you have any questions, contact the Office of Student Teaching at OSTFP@duq.edu.

**SUPERVISOR RESPONSIBILITIES**

- Review the Teacher Candidate's Via ePortfolio at each visit, beginning week 5.
- Ensure that the Teacher Candidate's hours are being approved by the Mentor Teacher in Via each day (total hour goal this semester is 455).
- Ensure that all Mentor Teacher evaluations are being completed in Via.

**MIDTERM PAPERWORK – DUE 3/5/2021**

**Supervisor (\*\*Please submit on EllyDuq\*\*)**

- **\*\*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**

NOTE: *All the following paperwork will be completed by the mentor teacher in Via.* When the student teaching experience concludes, there must be a TOTAL of four (4) mentor teacher ST5s. We suggest the mentor teacher completes two ST5s by midterm and the remaining needed ST5s before the end of the experience.

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

**Other Forms:**

- **ST 23** – Observation of Other Teachers (COMPLETED BY TEACHER CANDIDATE)
  - Teacher candidate needs to complete THREE (3) ST23s on Via within the first few weeks of the student teaching experience. The supervisor should review these for completion.
- **Honorarium Stipend and W-9**
  - Please ask the mentor teacher if they have turned these documents into the Office of Student Teaching.

**UNIVERSITY SUPERVISOR  
CHECKLIST (FINAL)**

**REMINDERS:**

**- The Supervisor is responsible for tracking all activities in VIA. Please log into Via each day to ensure student teacher log hours are being approved by the mentor teacher and student teacher and mentor teacher activities are being completed on time.**

-If you have any questions, contact the Office of Student Teaching at [OSTFP@duq.edu](mailto:OSTFP@duq.edu).

**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 day (total hour goal this semester is 455).
- 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 – DUE 4/23/2021**

**Supervisor (\*\*Please submit on EllyDuq\*\*)**

- **\*\*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 \_\_\_\_\_
- **Showcase Portfolio Final Review** (\*\*located in Via; Student Teacher MUST submit portfolio link in this specific activity in Via **BY NO LATER THAN 4/20/21** before Supervisor can assess the portfolio\*\*)
  - Supervisor Submitted \_\_\_\_\_
- **ST 22** – Final Record of Student Teaching by Supervisor (collaborate with Mentor Teacher; located in Via)
  - Supervisor Submitted \_\_\_\_\_
- **ST 22** – Confirm and Sign (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**

**NOTE: All the following paperwork will be completed by the mentor teacher and student teacher in Via.**

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

*Did the mentor teacher turn in FOUR (4) ST5s in VIA over the course of the semester? YES \_\_\_\_\_*

- **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 (collaborate with University Supervisor)
  - Mentor Submitted \_\_\_\_\_