

**General Student Teaching Paperwork**

**MIDTERM PAPERWORK – DUE 3/5/2021**

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

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

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

NOTE: *All the following paperwork will be completed by the mentor teacher and teacher candidate 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” \_\_\_\_\_

**FINAL PAPERWORK – DUE 4/23/2021**

**University Supervisor and Teacher Candidate Paperwork (all submitted 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 \_\_\_\_\_

**Mentor Teacher and Teacher Candidate Final Paperwork (all submitted on 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
  - 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 \_\_\_\_\_
- **Showcase Portfolio Final Review by Supervisor** (\*\*located in Via; teacher candidate 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 \_\_\_\_\_

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

- **ST 23 – Observation of Other Teachers (submitted on Via)**
  - You need to complete THREE (3) ST23s on Via within the first few weeks of the student teaching experience. Please contact [OSTFP@duq.edu](mailto:OSTFP@duq.edu) if you have difficulty completing this assignment.
- **Portfolio Link to be Shared by Student (submitted on Via; first activity listed in Via)**
  - Please upload a link to your Via ePortfolio in this activity on Via **by week 3**. It is ok if your portfolio is just a rough work in-progress. The intention of this activity is to give your mentor teacher and university supervisor access to your portfolio so that they will be able to review your portfolio materials any time they may need to do so in the future.
- **Daily Lesson Plans and Reflections on Daily Lesson Plans** – Both the daily lesson plans and reflections should either be kept in Via OR on a platform that you, your mentor teacher, and university supervisor can all easily access (e.g., Box, Drop Box, One Drive, Google Docs, etc.).
  - 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 university supervisor via e-mail)**
  - The University Supervisor will establish a due date for these each week. You should complete your report in a WordDoc and e-mail it to your University Supervisor.
- **Student Teaching Daily Report of Hours (logged on Via)**
  - You should keep a DAILY log of your student teaching hours in Via. Each entry must be approved by your mentor teacher in Via.
- **Working Portfolio (you will create a Working Portfolio on Via) - DUE 3/5/2021**
  - Please refer to the Portfolio Guidelines document on the Via Homepage for further instructions.
- **Showcase Portfolio (you will adapt your Working Portfolio on Via into your Showcase Portfolio) - DUE 4/20/2021**
  - Please refer to the Portfolio Guidelines document on the Via Homepage for further instructions.
  - You MUST submit a link to your Showcase Portfolio in the “**Showcase Portfolio Final Review by Supervisor**” activity in Via **BY NO LATER THAN 4/20/21**. The intention of this activity is for you to get feedback from your university supervisor before you sit for your Exit Interview and Portfolio Presentation. Your university supervisor will assess your portfolio using the same rubric you will be assessed with when you sit for your Exit Interview and Portfolio Presentation.