General Student Teaching Paperwork

MIDTERM PAPERWORK – DUE 10/19/2022

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

- ST 5 – Student Teacher Observation Evaluation Record
  o Supervisor Submitted/Signed _____ Teacher Candidate Signed _____
- ST 5 – Student Teacher Observation Evaluation Record
  o Supervisor Submitted/Signed _____ Teacher Candidate Signed _____
- PDE 430 Midterm – PA Statewide Evaluation
  o 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
  o Mentor Submitted ______ Teacher Candidate Submitted “ST6 Confirm and Sign” ______
- ST 5 – Student Teacher Observation Evaluation Record ( ___/4 for split placement; 5 for single mentor)
  o Mentor Submitted ______ Teacher Candidate Submitted “ST5 Confirm and Sign” ______
- ST 5 – Student Teacher Observation Evaluation Record ( ___/4 for split placement; 5 for single mentor)
  o Mentor Submitted ______ Teacher Candidate Submitted “ST5 Confirm and Sign” ______

FINAL PAPERWORK – DUE 12/13/2022

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

- ST 5 – Student Teacher Observation Evaluation Record
  o Supervisor Submitted/Signed _____ Teacher Candidate Signed _____
- ST 5 – Student Teacher Observation Evaluation Record
  o Supervisor Submitted/Signed _____ Teacher Candidate Signed _____
- PDE 430 Final – PA Statewide Evaluation
  o 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)
  o Mentor Submitted ______ Teacher Candidate Submitted “ST5 Confirm and Sign” ______
- ST 5– Student Teacher Observation Evaluation Record ( ___/4 for split placement; 5 for single mentor)
  o Mentor Submitted ______ Teacher Candidate Submitted “ST5 Confirm and Sign” ______
• ST 5 – Student Teacher Observation Evaluation Record (___/4 for split placement; 5 for single mentor)
  o Mentor Submitted ______ Teacher Candidate Submitted “ST5 Confirm and Sign” ______

• ST 7 – Student Teacher Final Evaluation
  o Mentor Submitted ______ Teacher Candidate Submitted “ST7 Confirm and Sign” ______

• ST 22 – Final Record of Student Teaching by Mentor Teacher
  o Mentor Submitted ______

• ST 22 – Final Record of Student Teaching by Supervisor
  o 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)
  o Teacher Candidate Submitted ______

Other Teacher Candidate Responsibilities:

• ST 23 – Observation of Other Teachers (submitted to supervisor through email)
  o You must submit THREE (3) ST23s to your supervisor within the first three weeks of the student teaching experience. Please contact OSTFP@duq.edu if you have difficulty completing this assignment.

• Draft ePortfolio (submitted in Via)
  o 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.
  o 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?
      o If so, what did students do that let me know they had met the objectives?
      o 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)
  o 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)
  o 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 10/19/2022
  o 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) -
  o Please refer to the Portfolio Guidelines document on the Via homepage for further instructions.
  o Prior to your Exit Interview and Showcase ePortfolio presentation, you must share your Showcase
e-Portfolio 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 e-Portfolio 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 e-Portfolio in the Showcase Portfolio Review by Supervisor activity in Via.**