

PREINTERNSHIP ORIENTATION

FORMS CHECKLIST

Forms turned in to program coordinator:

- Teacher Candidate Field Evaluation Form (Midterm and Final)
 - Completed individually by mentor and pre-intern
 - Preintern and mentor midterm evaluations due to coordinator by week 8
 - Preintern and mentor final evaluations due to coordinator by week 15

- Field Experience Time Log (NOATS for ITL students)
 - Completed by student, signed by mentor
 - Record absences (absence form should already be on file with undergraduate coordinator)
 - Logs should be updated weekly
 - Final log due to coordinator by week 15

- Candidate Growth Plan
 - Filled out by mentor with student at end of preinternship
 - Copy to coordinator, mentor and supervisor

Informational Forms: (<http://www.coloradomesa.edu/teachered/stresources.html>)

- CTE Pre-intern/Intern Handbook
- Recommended Timeline
- Guidelines for Continuing in Program
- Guidelines for D2L Discussions
- Professional Dispositions
 - Complete by mentor – if needed
- Lesson Observation Form
 - Minimum two formal lesson observations by mentor
 - Original kept by mentor, copy to student
- Lesson Plan Format - CTE (recommended)
 - May use mentor's lesson plan format if it includes basic components of CTE's
 - Intern **must have** a lesson plan for every lesson taught