

INTERNSHIP ORIENTATION FORMS CHECKLIST

Forms turned in to supervisor/program coordinator:

- Intern Field Evaluation Form (Midterm and Final)
 - Completed individually by mentor, intern and supervisor
 - Intern and mentor midterm evaluations due to supervisor (weeks 10-11)
 - Intern and mentor final evaluations due to supervisor (weeks 16-17): supervisor submits to program coordinator
- Field Experience Time Log
 - 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 (weeks 16-17)
- Field Evaluation Signatures and Report Page—*signature page verifying all requirements have been met*
 - Signed by mentor, intern, and supervisor at midterm/final
 - Complete with calculations and ratings
 - Notes and indicators compiled for the Teacher Quality Standards on the formal copy
 - Supervisor submits to program coordinator

Informational Forms: (Student site: <https://www.coloradomesa.edu/teacher-education/undergraduate/placement.html>; Mentor site: <https://www.coloradomesa.edu/teacher-education/mentors.html>)

- CTE Pre-intern/Intern Handbook
- Recommended Timeline
- Guidelines for Continuing in Program
- Teaching Internship and Colloquia Course Requirements
- Visitation Schedule & Required Documents for Internship
- Guidelines for D2L Discussions
- Professional Dispositions
 - Complete by mentor – if needed
- Lesson Observation Form
 - Minimum 4 formal lesson observations by supervisor
 - Original kept by supervisor, copy to student
- Lesson Plan Format - CTE (recommended)
 - May modify mentor's lesson plan format – see instructor for specific requirements
 - Intern **must have** a lesson plan for every lesson taught
- Portfolio
 - See K12 Internship Forms Checklist for Music, PE, and Art
 - Elementary, Early Childhood/ EC SPED, and Secondary submit the edTPA online