INTERNERSHIP 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