

## 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:

(found at <http://www.coloradomesa.edu/teacher-education/resources/undergraduate.html>)

- CTE Pre-intern/Intern Handbook
- Recommended Timeline
- Guidelines for Continuing in Program
- Professional Dispositions
  - Complete by mentor – if needed
- Lesson Observation Form
  - Minimum two formal lesson observations by mentor/supervisor
  - Original kept by mentor, copy to student
- Lesson Plan Format
  - Course instructors often have specific lesson plan criteria
  - May use mentor's lesson plan format if it includes course required components
  - Candidates **must have** a lesson plan for every lesson taught