

## PREINTERNSHIP ORIENTATION

### FORMS CHECKLIST

#### **Forms turned in to Program Coordinator:**

- ☐ Teacher Candidate Field Evaluation Form (Midterm)  
& Pre-Intern Final Field Evaluation Form—*Mini TQS Eval* (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
  - 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 student with mentor at end of pre-internship
  - Copy to coordinator, mentor and supervisor

#### **Informational Forms:** *(Also available online)*

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
- ☐ 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