



Internship Forms Checklist

Forms turned into supervisor/program coordinator:

- ☐ Field Experience Time Log
 - Completed by student & signed by mentor
 - Record absences (absence form should be submitted to program coordinators)
 - Logs should be updated weekly
 - Final log due to coordinator (weeks 16-17)
- ☐ 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 Evaluation Signatures and Report Page--*signature page verifying all field 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: (available at <https://www.coloradomesa.edu/teacher-education/undergraduate/placement.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
- ☐ FIP – Final Intern Presentation