K12 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 (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 (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: [http://www.coloradomesa.edu/teachered/stresources.html](http://www.coloradomesa.edu/teachered/stresources.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 four 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 (K12 only – edTPA required for all other programs)
  - Guidelines
  - Rubric
  - Standard Reflection Form

☐ Final Intern Presentation (FIP) (K12 only – edTPA required for all other programs)
  - Guidelines
  - Rubric