



## Pre-Internship Forms Checklist

### Student Forms

- ☐ D51 Student Teaching Checklist: Complete all steps before starting in the classroom in July/August
- ☐ CTE Internship Handbook
- ☐ Field Experience Time Log: Turn in to Program Coordinator by finals week (week 15)
  - Completed by student, signed by mentor
  - Update weekly
- ☐ Midterm Field Evaluation Form: Turn in at midterm (week 8)
  - 1 completed by student
- ☐ Pre-Intern Final Field Evaluation Form—*Mini TQS Eval*: Turn in during finals week (week 15)
  - 1 completed by student
- ☐ Professional Growth Plan: Complete by finals week (week 15)
  - Fill out with mentor (one form total)
  - Make 3 copies: 1 to Program Coordinator, 1 to Mentor, and 1 to University Supervisor

### Mentor Forms:

- ☐ Teacher Candidate Field Evaluation Form: Turn in at midterm (week 8)
  - 1 completed by mentor
- ☐ Lesson Observation Form
  - 2 completed by mentor and/or University Supervisor throughout the semester
  - 1 copy to student, 1 copy to mentor or University Supervisor
- ☐ Pre-Intern Final Field Evaluation Form—*Mini TQS Eval*: Turn in at finals (week 15)
  - 1 completed by mentor
- ☐ Professional Dispositions Form
  - Use as needed