

## **Checklist for Completed Permanent Folders MAT Secondary/PreK-12 Practicum I, II**

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Semester (Circle): Fall / Spring Year: \_\_\_\_\_

Student Intern: \_\_\_\_\_ University Supervisor: \_\_\_\_\_

Subject Area (Circle): Art Social Studies English Science Math Foreign Languages

**Directions:** These records are permanent records that should be completed in an accurate and legible manner. A check in each area confirms that the form or item is included in the student file. This checklist is to be submitted with each intern's folder. All forms need to be turned in as a packet to the Office of Clinical and Field Experience by the University Supervisor no later than \_\_\_\_\_.

1. Teaching Internship Performance Rating Form. Include:
  - a. Signatures from – Intern\_\_\_\_ Mentor\_\_\_\_ U. Supervisor\_\_\_\_
  - b. Dates of visits and observations \_\_\_\_\_
  - c. Days present \_\_\_\_\_
  - d. Final grade\_\_\_\_\_
  - e. Candidate's ID Numbers (S.S.N. and PAWS student ID #)
2. One 4.0 Competency Form. \_\_\_\_\_
3. Time Sheets (from notebook). Include:
  - a. Cover Page Signatures- Intern\_\_\_\_ Mentor\_\_\_\_ U. Supervisor\_\_\_\_
  - b. Total in hours\_\_\_\_\_
  - c. Total days \_\_\_\_\_
  - d. Individual daily timesheets \_\_\_\_\_
4. Written observations (minimum of **four (4)** per internship) with lesson plans (with all sections completed) initialed by mentor teacher, resource materials, and examples of student work attached \_\_\_\_\_
5. Reflection journal (from notebook) with at least one evaluated entry per week of internship \_\_\_\_\_
6. Notebook evaluation \_\_\_\_\_
7. PDS Activities Checklist \_\_\_\_\_
8. Content Lesson Interview evaluation \_\_\_\_\_
9. MTTTS documentation form \_\_\_\_\_

University Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Placement Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**University Supervisor's NOTE: Do NOT check off an item listed above if you do not have that item completed. Do not submit until you have all items completed. All completed packets for your interns must be submitted by December 18<sup>th</sup>.**