

STUDENT TEACHING DOCUMENTATION

Documentation	Student Teacher	Cooperating Teacher	University Supervisor
Student Teaching Binder	Prepare as a place to keep documentation		Verify Work at each visit
Record of Attendance (ST_1)	Complete Daily Turn in to OFE at end of term	Reads & Signs Weekly	
Learning Segment for edTPA	Complete & Place in Binder	Reads & Provides Feedback	Reads & Provides Feedback
Tier 1 Lesson Plans	Complete a Minimum of 8 (for formal observations)Place in Binder	Reads & Provides Feedback	Reads & Provides Feedback
Daily Lesson Plans	Complete one for each day	Provides Feedback as needed	Provides Feedback as needed
Weekly Email Reflective Journal	Communicate with Supervisor Weekly		Communicate with Student Teacher Weekly
Observation Reports (Tier 1)		Complete at 3 rd , 6 th & 11 th week. Minimum of 3-16wk placement 2 - 8wk placement Turn in to University Supervisor	Complete at Each Visit & Submit in Blackboard Minimum of 5 to be completed 2-3 completed by Mid-Term
Midterm (Tier 2) and Final Evaluations (Tier 3) Addendums (Tier 3)	Midterm & Final Complete & Submit in Blackboard	Complete Midterm & Final Turn in to University Supervisor	Midterm & Final Complete & Submit in Blackboard
Student Teaching Program Evaluation	Complete & Submit on Blackboard		
End of Program Survey	Complete & Submit in Blackboard	Complete & Submit to University Supervisor	Complete & Submit in Blackboard
Dispositional Assessment of Conceptual Framework	Complete one at the end of semester Complete & Submit in Blackboard	Complete one at the end of each placement Submit to University Supervisor	Complete one at the end of semester Complete & Submit in Blackboard
Letters of Recommendation		Complete & Submit University Supervisor & Student Teacher	Complete & Submit Office of Field Experience & Student Teacher
edTPA Tasks 1,2,3	Submit in Blackboard		
edTPA Score Report	Submit PDF in Blackboard		
Personal Email	Submit in Blackboard		

LTE Candidates

Synodical Placement Documents –The following should be handed in to the Synodical Placement Office. Evidence of school and church activities, copies of your Tier 1, Tier 2, and Tier 3 Reports, copies of your Letters of Recommendation