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| **Spring 2023 Student Teaching Assignments Checklist:** **12 + 4 Split Placement or 3/4 + 1/4 Split Placement** |

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| **Assignment** | **Actor(s)** | **Target****Date** | **Completion Date** | **Notes** |
| Journal Entry 1 | ST & US |  |  | ST completes 9 journal entries for the 12-week (or 3/4 time) placement and 3 journal entries for the 4-week (or 1/4 time) placement.US will verify that journals entries have been completed by checking a checkbox in SL&L (journal entries will not be uploaded to SL&L). |
| Journal Entry 2 | ST & US |  |  |
| Journal Entry 3 | ST & US |  |  |
| Journal Entry 4 | ST & US |  |  |
| Journal Entry 5 | ST & US |  |  |
| Journal Entry 6 | ST & US |  |  |
| Journal Entry 7 | ST & US |  |  |
| Journal Entry 8 | ST & US |  |  |
| Journal Entry 9 | ST & US |  |  |
| Journal Entry 10 | ST & US |  |  |
| Journal Entry 11 | ST & US |  |  |
| Journal Entry 12 | ST & US |  |  |
| edTPA Zoom Session 1 | ST | January 16th, 2023 | ST attends by Zoom on scheduled Monday evenings from 5:00-6:00 PM. Attendance is required. |
| edTPA Zoom Session 2 | ST | January 23rd, 2023 |
| edTPA Zoom Session 3 | ST | January 30th, 2023 |
| edTPA Zoom Session 4 | ST | February 6th, 2023 |
| edTPA Zoom Session 5 | ST | February 13th, 2023 |
| edTPA Due Date | ST | February 23rd, 2023 | ST uploads into SL&L. |
| edTPA Pearson Score Report | ST | March 16th, 2022 | ST uploads the score report into SL&L. |
| edTPA Remediation (if needed) | ST & FacultyMember |  |  | ST and faculty member (assigned by Clinical Experiences) work together to resolve edTPA issues, if any. |
| Standards Attainment Checklist | ST | TBA | ST uploads the Checklist into SL&L. |
| Exit Survey | ST | TBA | ST completes a fillable form in SL&L. |
| CT Observation 1 | ST & CT |  |  | **ST schedules 5 observations with at least one observation per placement.** ST must provide a lesson plan to CT before each observation. CT will complete a fillable form in SL&L to document each observation.  |
| CT Observation 2 | ST & CT |  |  |
| CT Observation 3 | ST & CT |  |  |
| CT Observation 4 | ST & CT |  |  |
| CT Observation 5 | ST & CT |  |  |
| CT (12 Week) Letter of Rec. | CT |  |  | CT uploads into SL&L. |
| CT (4 Week) Letter of Rec. | CT |  |  | CT uploads into SL&L. |
| US Observation 1 | ST & US |  |  | **ST schedules 5 observations with at least one observation per placement.** ST must provide a lesson plan to US before each observation. US will complete a fillable form in SL&L to document each observation. |
| US Observation 2 | ST & US |  |  |
| US Observation 3 | ST & US |  |  |
| US Observation 4 | ST & US |  |  |
| US Observation 5 | ST & US |  |  |
| US (12 Week) Letter of Rec.\* | US |  |  | US uploads into SL&L. |
| US (4 Week) Letter of Rec.\* | US |  |  | US uploads into SL&L. |
| Key Assessment | US |  |  | US completes a fillable form in SL&L. |
| Triad Team Meeting 1 | ST/CT/US |  |  | **ST schedules 4 group meetings (at least one per placement)** throughout the semester with ST, CT, & US. US will complete a fillable form in SL&L to document the meeting. |
| Triad Team Meeting 2 | ST/CT/US |  |  |
| Triad Team Meeting 3 | ST/CT/US |  |  |
| Triad Team Meeting 4 | ST/CT/US |  |  |

\*If the US supervises the ST for both placements, one letter will suffice provided that the letter addresses both placements.

**ST = Student Teacher • CT = Cooperating Teacher • US = University Supervisor**