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| **Spring 2023 Student Teaching Assignments Checklist:**  **4-Week Placement for Add-On Licenses ONLY** |

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| **Assignment** | **Actor(s)** | **Target**  **Date** | **Completion Date** | **Notes** |
| Journal Entry 1 | ST & US |  |  | ST completes 4 journal entries throughout the 4-week placement.  US will verify that journals entries have been completed by checking a checkbox in SL&L (journal entries will not be uploaded into SL&L). |
| Journal Entry 2 | ST & US |  |  |
| Journal Entry 3 | ST & US |  |  |
| Journal Entry 4 | ST & US |  |  |
| CT Observation 1 | ST & CT |  |  | ST schedules 2 observations. 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 Letter of Recommendation | CT |  |  | CT uploads the letter into SL&L. |
| US Observation 1 | ST & US |  |  | ST schedules 2 observations. 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 Letter of Recommendation | US |  |  | US uploads the letter into SL&L. |
| Key Assessment | US |  |  | US completes a fillable form in SL&L. |
| Triad Team Meeting 1 | ST/CT/US |  |  | ST schedules 2 group meetings during the placement with ST, CT, & US. US will complete a fillable form in SL&L to document the meeting. |
| Triad Team Meeting 2 | ST/CT/US |  |  |

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