

Spring 2024 Student Teaching Assignments Checklist For Student Teachers Seeking **Two or More Licenses**

Assignment	Actor(s)	Target Date	Completion Date	Notes
Journal Entry 1	ST & US			ST completes 6 journal entries for the initial licensure placement and 2 journal entries for the second 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			
edTPA Zoom Session 1	ST	Tuesday, January 16, 2024		ST attends by Zoom on scheduled evenings from 5:00-6:00 PM. Attendance is required.
edTPA Zoom Session 2	ST	Monday, January 22, 2024		
edTPA Zoom Session 3	ST	Monday, January 29, 2024		
edTPA Zoom Session 4	ST	Monday, February 5, 2024		
edTPA Zoom Session 5	ST	Monday, February 12, 2024		
edTPA Due Date	ST	Thursday, February 22, 2024		ST uploads into SL&L.
edTPA Pearson Score Report	ST	Thursday, March 14, 2024		ST uploads the score report into SL&L.
edTPA Remediation (if needed)	ST & Faculty Member			ST and faculty member (assigned by Clinical Experiences) work together to resolve edTPA issues, if any.
Standards Attainment Checklist	ST	TBA by Instructor		ST uploads the Checklist into SL&L.
Exit Survey	ST	TBA by Instructor		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 placem
ST = Student Teacher • CT = Cooperating Teacher • US = University Supervisor