

Spring 2024 Student Teaching Assignments Checklist For Student Teachers Seeking **One License Only**

Assignment	Actor(s)	Target Date	Completion Date	Notes
Journal Entry 1	ST & US			ST completes 8 journal entries throughout the entire 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			
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 edTPA 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	Due by last day of Student Teaching		ST uploads the Checklist into SL&L.
Exit Survey	ST	Due by last day of Student Teaching		ST completes a fillable form in SL&L.
CT Observation 1	ST & CT			ST schedules 4 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 Observation 3	ST & CT			
CT Observation 4	ST & CT			
CT Letter of Recommendation	CT			CT uploads the letter into SL&L.
US Observation 1	ST & US			ST schedules 4 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 Observation 3	ST & US			
US Observation 4	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 3 group meetings 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			

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