Fall 2025 Student Teaching Assignments List

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 and 2 journal entries for the second license/ endorsement.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 |  |  |
| Standards Attainment Checklist | ST | Due by last day of Student Teaching | ST uploads the Checklist into SL&L. |
| Exit Survey | ST |  | Directions for completing survey sent via email. |
| 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. |
| Introductory Meeting | ST/CT/US |  |  | At the start of the semester, the US, CT and ST meet to review CPAST expectations and set up a time for the pre-conference. The US completes the Introductory Meeting Form in SL&L. |
| Pre-Conference Meeting  | ST/CT/US |  |  | Before the Mid-Term Conference, the US, CT and ST meet to review CPAST expectations and set up a time for the CPAST Mid-Term Conference. The US completes the Pre-Conference Meeting Form in SL&L. |
| CPAST: Mid-Term Conference | ST/CT/US |  |  | Midway through the student teaching process, the US, CT and ST meet to review the mid-term CPAST and set a date and time for the final conference. The US completes the Mid-term CPAST form in SL&L. |
| CPAST: Final Conference*This conference should take place at the end of student teaching in your 2nd licensure area or endorsement.*  | ST/CT/US |  |  | During the final week of the student teaching process, the US, CT and ST meet to review the Final CPAST and set goals for the ST’s first year of teaching The US completes the Final CPAST form in SL&L. |

\*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**