**STUDENT TEACHER CHECKLIST**

**Please select the list that is appropriate for your placement type. The documents required for your placement type are due one week after the placement ends. All student teaching documents should be submitted to the “Student Teaching Documents” page on Live Text. Your grade will be posted after all documents have been completed and submitted.**

**Quarter Placements**

***These documents should be submitted after each quarter placement.***

□ 1 Final Appraisal completed by cooperating teacher

□ 1 Christian Educator Evaluation completed by the cooperating teacher [Lutheran & Christian Public Education Placements Only]

□ 1 Final Appraisal completed by the university supervisor

□ 1 Christian Educator Evaluation completed by the university supervisor [Lutheran & Christian Public Education Placements Only]

□ All Lesson observation forms completed by the cooperating teacher [A minimum of two formal lesson observations are required]

□ All lesson observation forms completed by the university supervisor [A minimum of two formal lesson observations are required]

□ Weekly Reflections

[One for each week of your placement]

□ 1 Reflection Summary of your placement

**Optional Documents:**

**Please complete these documents if you would like to provide specific feedback about your student teaching placement, cooperating teacher, or university supervisor. Submit completed evaluations to the Office of Field Experience:** [**field.experience@cuw.edu**](mailto:field.experience@cuw.edu)**.**

□ 1 Student Evaluation of your cooperating teacher

□ 1 Student Evaluation of your university supervisor [1 per supervisor per semester]

**Semester Placement**

***These documents should be submitted at the end of the semester placement.***

□ 1 Midterm Appraisal completed by cooperating teacher

□ 1 Final Appraisal completed by cooperating teacher

□ 1 Christian Educator Evaluation completed by the cooperating teacher [Lutheran & Christian Public Education Placements Only]

□ 1 Final Appraisal completed by the university supervisor

□ 1 Christian Educator Evaluation completed by the university supervisor [Lutheran & Christian Public Education Placements Only]

□ All Lesson observation forms completed by the cooperating teacher [A minimum of three formal lesson observations are required]

□ All lesson observation forms completed by the university supervisor [A minimum of three formal lesson observations are required]

□ Weekly Reflections

[One for each week of your placement]

□ 1 Reflection Summary of your placement

**Optional Documents:**

**Please complete these documents if you would like to provide specific feedback about your student teaching placement, cooperating teacher, or university supervisor. Submit completed evaluations to the Office of Field Experience:** [**field.experience@cuw.edu**](mailto:field.experience@cuw.edu)**.**

□ 1 Student Evaluation of your cooperating teacher

□ 1 Student Evaluation of your university supervisor [1 per supervisor per semester]

**\*\*\* Dual major candidates with semester placements should speak with their department chair and university supervisor about required documentation.**

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