



College Supervisor End of Semester Checklist

Please utilize this checklist as a “coversheet” when submitting required documents for each of your student teachers.

Date:	
College Supervisor’s Name:	
Student Teacher’s Name:	

ALL DOCUMENTS MUST INCLUDE SIGNATURES (may be digital signatures).

Check box to indicate completion:	Item:	Description:
	Student Teacher’s Grade & PDE 430 Data	<ul style="list-style-type: none"> • Enter this information online at the website/link provided to you by the Field Services Supervisor • Submit information multiple times if supervised multiple student teachers
	<i>Employee Expense Statement & Log</i>	<ul style="list-style-type: none"> • Download “Travel Expense Forms and Log” and “Employee Expense Statement” from College Supervisor webpage
	<i>PDE 430 (Final Evaluation)</i>	<ul style="list-style-type: none"> • Reviewed at 2-Way Conference
	<i>PDE 430 (Mid-Semester Evaluation)</i>	<ul style="list-style-type: none"> • Reviewed at 2-Way Conference
	<i>Cooperating Teacher’s YCP Student Teaching Evaluation of PDE Stage 4 Competencies (End Semester)</i>	<ul style="list-style-type: none"> • Reviewed and collected at 3-Way Conference
	<i>Student Teacher’s YCP Student Teaching Evaluation of PDE Stage 4 Competencies (End Semester)</i>	<ul style="list-style-type: none"> • Reviewed and collected at 3-Way Conference

	<i>Cooperating Teacher's YCP Student Teaching Evaluation of PDE Stage 4 Competencies (Mid-Semester)</i>	<ul style="list-style-type: none"> Reviewed and collected at 3-Way Conference
	<i>Student Teacher's YCP Student Teaching Evaluation of PDE Stage 4 Competencies (Mid-Semester)</i>	<ul style="list-style-type: none"> Reviewed and collected at 3-Way Conference
	<i>Student Teaching Visitation Forms</i>	<ul style="list-style-type: none"> Reviewed after each visit made by the College Supervisor Usually a minimum of 6 are completed each semester (per student teacher)
	<i>Checklist of Student Teaching Responsibilities</i>	<ul style="list-style-type: none"> Submitted to the College Supervisor by the Student Teacher
	<i>College Supervisor's Letter of Reference</i>	<ul style="list-style-type: none"> See <i>Student Teacher Handbook</i> for formatting
	<i>Cooperating Teacher's Letter(s) of Reference</i>	<ul style="list-style-type: none"> If the Student Teacher had 2 cooperating teachers, include both letters

College Supervisor's Signature: _____

You must submit this checklist and accompanying documents to the Department of Education Office. You may submit a paper packet to LS134 OR email the documents as attachments (including this checklist) to srankin@ycp.edu by the due date shared with you.

Fillable forms can be found on the College Supervisor webpage: <http://www.ycp.edu/field-services> (click on "Student Teaching" and then on "College Supervisors," at the bottom of the page).

Thank you for supporting the future of education.