

10/22/01

Student Name and ID Number (please print) _____

Checklist for the Beginning of the Teaching Practicum or Internship

Each of the items listed below is required for Submission II. The program reader will verify inclusion and sign in the designated places. Shaded items are from the first submission and do not require updating.

Required Item	Instructions	Reader's Initials
Standard 2" binder	Name and Program displayed in cover sleeve and on binder edge	
Title page	Typed, include name and program	
All documents from first submission		
Field Placement Record Form	Typed. List locations and variety of experiences to date.	
Field Placement or Peer Evaluations	As program requires	
Checklist and Rubric from Submission I		
Updated resume		
Current transcript		
Professional Goals Statement	Typed. See rubric.	
Portfolio Score Report	Use the same form from Sub. I Place in front pocket of binder.	
Artifact List	Type any new artifact titles on the form from Sub. I and mark competencies that fit each artifact. Place in front pocket of binder.	
This checklist	Type name and ID number at top. Sign and date at bottom.	

Pre-professional student signature _____ Date _____

Program reader signature _____ Date _____