

7/21/03

### Submission II: Pre-Student Teaching Checklist

**Candidate's Name** (please print) \_\_\_\_\_ **ID #** \_\_\_\_\_

Each of the items listed below is required for pre- student teaching. The program reader will verify inclusion and initial at the right. Shaded items are from the first submission. **Insert this checklist into the front pocket of your portfolio.**

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	
Table of Contents	Include dividers for bolded headings on Table of Contents and for the three core concepts.	
All documents from first submission	Follow the order of the Table of Contents	
Updated Field Placement Record Form	Add any new field experiences since Submission I.	
Evaluations from peers, faculty, or field experiences		
Checklist and Rubric from Submission I		
Evidence of successful interview	Include Admissions Interview Results form	
Updated resume		
Current transcript		
Initial selection of artifacts indicating progress toward the 3 OSU Core Concepts and the fifteen Oklahoma General Competencies	Each artifact is explained with a caption page. Caption pages should be typed on the form in the handbook and printed on colored paper.	
Reflection essay for each of the Core Concepts	Define and explain your understanding of the core concept. Follow guidelines in the handbook. See rubric. Type name and page number on each page.	
Evaluation Rubric and Score Report for Submission II: Pre-Student Teaching	Type name and ID number at top. Place in front pocket of binder.	
Artifact List	Type name and ID number at top. Type titles of artifacts and mark competencies that fit each artifact. Place in front pocket.	