All forms can be located on the student teaching website: www.duq.edu/student-teaching
Please remember to sign, date, and verify each form. The University Supervisor is responsible for collecting student teacher and cooperating teacher paperwork at the midterm and end of the student teaching experience.
If you have any questions, contact the Student Teaching Office at 412.396.6117

Student Name _______________________________    Semester _______________________________

Cooperating Teacher ___________________________    University ___________________________

Supervisor _________________________________

Placement Types

12/15/16 week placement - Two (2) ST 5 evaluations; min. 6 visits per placement; PDE 430 midterm and final; two (2) Pathwise packets including Class Profile, Pre-Observation Survey and Instruction & Reflection Profile; ST 22 Final Record of Student Teaching/Intern Experience.

8 week first placement - Two (2) ST 5 evaluations; min. 3 visits per placement; PDE 430 midterm only; one (1) Pathwise packet including Class Profile, Pre-Observation Survey and Instruction & Reflection Profile

8 week second placement - Two (2) ST 5 evaluations; min. 3 visits per placement; PDE 430 final only; one (1) Pathwise packet including Class Profile, Pre-Observation Survey and Instruction & Reflection Profile; ST 22 Final Record of Student Teaching/Intern Experience.

Intern placement – First Semester: Three (3) ST 5 evaluations; ST 3 Weekly Report of Hours (last week only); PDE 430 Midterm; one (1) Pathwise packet including Class Profile, Pre-Observation Survey and Instruction & Reflection Profile; ST 22 Final Record of Student Teaching/Intern Experience.

Intern placement – Second Semester: Three (3) ST 5 evaluations; ST 3 Weekly Report of Hours (last week only); PDE 430 Final; one (1) Pathwise packet including Class Profile, Pre-Observation Survey and Instruction & Reflection Profile; ST 22 Final Record of Student Teaching/Intern Experience.

___ Collect all pages of the Cooperating Teacher’s paperwork.

___ Complete Survey Monkey evaluation of cooperating teacher at the end of the experience. Evaluation surveys are confidential and will be sent directly to the Student Teaching Office.

___ PDE430 – Pennsylvania State Evaluation – Submit only page 5 to the Student Teaching Office

___ ST3 – Weekly Report of Hours – Final Entry Only

___ ST22 – Final Record of Student Teaching/Intern Experience

___ ST23 - Observation of Other Teachers - Verify that all observation of other teachers are complete and in Teacher Candidate’s portfolio. Observation reports do not need to be submitted with final paperwork.

___ Portfolio – Review student teacher’s portfolio each school visit