ST 1

UNIVERSITY SUPERVISOR CHECKLIST (MIDTERM)

REMINDERS:
- The supervisor is responsible for tracking all paperwork and turning in necessary forms to the Office of Student Teaching and Field Placement.
- Please double check all documents that require signatures and dates to ensure that the supervisor signature, teacher candidate signature, cooperating teacher signature, and dates are present where required.
- If you have any questions, contact the Office of Student Teaching at 412.396.6117.

SUPERVISOR RESPONSIBILITIES

- Review the teacher candidate’s portfolio at each visit, beginning week 5.
- At the end of the student teaching experience, complete an evaluation of the cooperating teacher via a survey link that will be distributed to you by the Office of Student Teaching. Evaluations are confidential and submissions will only be accessible by the Office of Student Teaching.

MIDTERM PAPERWORK

Supervisor (**Please submit on EllyDuq first**)

- **ST 5** – Student Teacher Observation Evaluation Record (submit only the last page to the Office of Student Teaching)
  - Supervisor Signed _____  Candidate Signed _____  Dated _____
- **PDE 430** – PA Statewide Evaluation (submit only the last page to the Office of Student Teaching)
  - Supervisor Signed _____  Candidate Signed _____  Dated _____

Cooperating Teacher

NOTE: When the student teaching experience concludes, there must be a TOTAL of five (5) cooperating teacher ST5s. We suggest the co-op teacher turns in two or three ST5s with the midterm paperwork and the remaining needed ST5s with the final paperwork.

- ST 6 – Student Teacher Midterm Evaluation
  - Co-op Signed _____  Candidate Signed _____
- ST 5 – Student Teacher Observation Evaluation Record (___/5)
  - Co-op Signed _____  Candidate Signed _____
- ST 5 – Student Teacher Observation Evaluation Record (___/5)
  - Co-op Signed _____  Candidate Signed _____
- ST 5 – Student Teacher Observation Evaluation Record (___/5)
  - Co-op Signed _____  Candidate Signed _____

Other Forms:

- ST 23 – Observation of Other Teachers (DO NOT TURN INTO THE OFFICE OF STUDENT TEACHING)
  - Teacher candidates need THREE (3) ST23s in total by the end of the student teaching experience.
- Honorarium Stipend and W-9
  - Please ensure the cooperating teacher has turned these documents into the Office of Student Teaching.

Midterm Paperwork Quick Reference:

ONE (1) Supervisor ST5  ONE (1) PDE 430  ONE (1) ST 6  ___/5 Co-op ST 5s
REMINDERS:

- The supervisor is responsible for tracking all paperwork and turning in necessary forms to the Office of Student Teaching and Field Placement.

- Please double check all documents that require signatures and dates to ensure that the supervisor signature, teacher candidate signature, cooperating teacher signature, and dates are present where required.

- If you have any questions, contact the Office of Student Teaching at 412.396.6117.

SUPERVISOR RESPONSIBILITIES

- Review the teacher candidate’s portfolio at each visit.
- At the end of the student teaching experience, complete an evaluation of the cooperating teacher via a survey link that will be distributed to you by the Office of Student Teaching. Evaluations are confidential and submissions will only be accessible by the Office of Student Teaching.

FINAL PAPERWORK

**Supervisor (Please submit on EllyDuq first)**

- **ST 5** – Student Teacher Observation Evaluation Record (submit only the last page to the Office of Student Teaching)
  - Supervisor Signed _____  Candidate Signed _____  Dated _____
- **PDE 430** – PA Statewide Evaluation (submit only the last page to the Office of Student Teaching)
  - Supervisor Signed _____  Candidate Signed _____  Dated _____
- **ST 22** – Final Record of Student Teaching (collaborate with cooperating teacher; turn in ONE in total)
  - Supervisor Signed _____  Co-op Signed _____  Candidate Signed _____  Dated _____

**Cooperating Teacher**

- **ST 5** – Student Teacher Observation Evaluation Record (___/5)
  - Co-op Signed _____  Candidate Signed _____
- **ST 5** – Student Teacher Observation Evaluation Record (___/5)
  - Co-op Signed _____  Candidate Signed _____
- **ST 5** – Student Teacher Observation Evaluation Record (___/5)
  - Co-op Signed _____  Candidate Signed _____

Did the co-op teacher turn in FIVE (5) ST5s in total over the course of the semester? YES _____

- **ST 7** – Student Teacher Final Evaluation
  - Co-op Signed _____  Candidate Signed _____
- **ST 3** – Weekly Report of Hours (submit only the final page with the total hours to the Office of Student Teaching)
  - Co-op Signed _____  Candidate Signed _____  Dated _____
- **ST 22** – Final Record of Student Teaching (collaborate with supervisor; turn in ONE in total)
  - Supervisor Signed _____  Co-op Signed _____  Candidate Signed _____  Dated _____

Other Forms:

- ST 23 – Observation of Other Teachers (DO NOT TURN INTO THE OFFICE OF STUDENT TEACHING)
  - Verify that all THREE (3) are complete.

Final Paperwork Quick Reference:

ONE (1) Supervisor ST 5  ONE (1) PDE 430  ONE (1) ST 22  ___/5 Co-op ST 5s  ONE (1) ST 7