

Exit Interview Checklist

Student Teaching

Student Name												
Student Teacher <i>(submit to School of Education supervisor)</i>		School of Education Supervisor <i>Submit to Field Experience Office</i>										
Based on Unit Lesson Plans	<input type="checkbox"/>	Lesson Plans: Introduction Lesson Plans	<input type="checkbox"/>	Summative Evaluations <i>Record your summative evaluations in C&W (InTASC & Dispositions)</i>								
	<input type="checkbox"/>	Pre and Post Assessment: Examples Reflection	<input type="checkbox"/>	Evaluation Forms <i>Send your completed evaluation forms to fieldoffice@graceland.edu</i>								
	<input type="checkbox"/>	Student Work Samples: Samples Reflection	<input type="checkbox"/>	Timesheet(s) <i>Collect hard copy timesheet from student teacher</i>								
	<input type="checkbox"/>	Video Self-Evaluation: Form in C&W	<input type="checkbox"/>	Alumni Contact Information <i>During the exit interview, ask the student teacher to complete this form</i>								
	<input type="checkbox"/>	14 Weekly Journals <i>(Student teacher must address each of the 10 InTASC Principles (and Conceptual Framework) in their journals at least once during the student teaching experience.)</i>	<input type="checkbox"/>	Evaluation of Coop Teacher & School <i>Supervisor to complete this form based on observations from both you and the student teacher</i>								
			<input type="checkbox"/>	InTASC Self-Evaluation <i>Creating an Advisor Group for your student teacher(s) in C&W will give you access to the Self-Evaluation. Review and/or print so that you and the student teacher may compare his/her self-evaluation with the evaluations from cooperating teacher and supervisor.</i>								
Elementary Requirement - Six Recorded Supervisor Observations (includes summative)												
Secondary Requirement – Two Recorded Observations (<i>Methods Sup</i>); Four Recorded Observations (<i>SOE Sup</i>)												
Student Submits in Chalk and Wire												
<input type="checkbox"/>	Disposition Evaluation (mid)	<input type="checkbox"/>	Disposition Evaluation (final)	<input type="checkbox"/>	InTASC Self-Evaluation	<input type="checkbox"/>	Program Evaluation	<input checked="" type="checkbox"/>	Final Supervisor and Cooperating Teacher InTASC and Disposition Evaluations			
University Supervisor Final Grade and Recommendation												
Final Grade for Student Teaching		<input type="checkbox"/>	Pass	<input type="checkbox"/>	Fail	<input type="checkbox"/>				Pass with Reservations <i>(grade determined by Teacher Education Committee.)</i>		
Recommendation for Licensure		<input type="checkbox"/>	Pass	<input type="checkbox"/>	Fail	<input type="checkbox"/>				Uncertain <i>(licensure determined by Teacher Education. Committee)</i>		
Praxis must be passed before licensure is completed												
Your Contact with Student Teacher <i>(check all that apply)</i>			<input type="checkbox"/>	Class Visits	<input type="checkbox"/>	Conferences	<input type="checkbox"/>	Seminar	<input type="checkbox"/>	Exit Interview	<input type="checkbox"/>	Portfolio Review
Other <i>(please explain)</i>												
Signature of University Supervisor												