University Supervisor Assignment and Requirement Checklist

Please feel free to reproduce this checklist to use in keeping track of your student's forms and assignments. This is an optional checklist, if you prefer to use another way to keep your records, that is also an option.

Student Name	Cooperating/Mentor Teacher Data Form	Cooperating/Mentor Teacher Observation of Clinical Student Teacher/Intern Form	Clinical Student Teacher/Intern Lesson Observation	Lesson Plan	Daily/Weekly Planning Chart	Instructional Materials File	Portfolio	Classroom Observation Report	Clinical Student Teacher/Intern Self-Assessment/Reflection	Clinical Student Teacher/Intern Performance Evaluation	Clinical Student Teacher Attendance Record	Copy of student's online Grade Sheet	Teacher Preparation Program Survey (emailed)	Supervisor's Mileage Log (Faculty)	Supervisor's Travel Voucher (Faculty)