

Exit Interview E-Portfolio Checklist for Practicum

Teacher Candidate: _____ **School:** _____

Mentor Teacher: _____ **ASU Supervisor:** _____

ASU Supervisor: Practicum midterm _____ & final _____ evaluations
(It is the Teacher Candidate's responsibility to insert University Supervisor/Mentor Teacher's Final Evaluations in E-Portfolio after the Exit Conference)

Practicum Forms found under Forms Tab in LiveText

- ___ **Apprentice/Practicum Mid-Term Self-Evaluation**
- ___ **Apprentice/Practicum Final Self-Evaluation**
- ___ **Apprentice/Practicum Evaluation of Mentor Teacher**
- ___ **Apprentice/Practicum Evaluation of University Supervisor**

Documentation submitted in Pipeline

- ___ ***Attendance Documentation (75 full school days required/Min. of 600 hrs)**
*Employed Teacher Candidates must meet this requirement as well.

E-Portfolio Requirements (during Practicum) in Live Text:

- ___ **Title Page**
- ___ **Resume**
- ___ **PAR** *Note: Attach a minimum of 3 artifacts per standard (Prepared, Able, & Responsive) and only use an artifact once in the e-portfolio. A minimum of 10 artifacts will put a candidate in consideration for exemplary status on the rubric depending on the quality.*
- ___ **Mentor Teacher Lesson Evaluations of Teacher Candidate (min. of 3)**
- ___ **Mentor Teacher Midterm Evaluation of Teacher Candidate**
- ___ **University Supervisor Midterm Evaluation of Teacher Candidate**
- ___ **University Supervisor Lesson Evaluations of Candidate (min. of 3)**
- ___ **School Administrator Lesson Evaluation of Candidate (min. of 1)**
- ___ **Practicum ISL (2-3 week Unit) Rubric SCORE**
- ___ **Videotape Reflections (minimum of 2)** (Teacher Candidate will write two reflections based on videotapes of two full lessons recorded at the beginning and at the end of Practicum.)
- ___ **Evidence of Parent Contacts** (sampling/3 examples - Parent Letter, phone log, newsletter, etc.)
- ___ **Mandatory Seminars (minimum of 4)** (Attach a word document to **Additional Artifacts** page with dates attended, seminar titles, and time frames.)
- ___ **Other Program Requirements**

_____ **Complete/Incomplete Practicum Requirements** _____ **Date**

* Graduating students are required to have a *complete* E-Portfolio submitted in LiveText by the 13th week of the semester.

___ ****Department of Teacher Education Electronic Portfolio completed and checked. Rubric SCORE**

___ **Complete/Incomplete Graduation Requirements** _____ **Date**

___ **Post final Satisfactory or Unsatisfactory grades via Pipeline** (See ASU deadlines.)

___ **Put a copy of Exit E-Portfolio Checklist in the Teacher Candidate's file.**

** Provide a copy of course grades to Quentin Hunter (fax # -706-729-2276 or email qhunter@aug.edu).