FIRST PLACEMENT CHECKLIST

*Place this form at the beginning of your portfolio with appropriate signatures*

- Emergency Contact Information (give to TED office, school site office and Cooperating Teacher)
- Determine student teaching schedule: 3 instructional hours per day five days a week
- Watch videos on field work expectations (See Forms and Documents page)
- Share formative evaluation form and TPEs with Cooperating Teacher
- Communicate course requirements with Cooperating Teacher
- Enroll in GoReact, Time to Track (Field Work Seminar)
- In Time to Track, 600 hours paced over 2 semesters-minimum- 1st placement: 225 hours
- Supervisor schedules observations
- In collaboration with cooperating teacher and supervisor, determine 2 week solo takeover at the end of the placement
- Supervisor schedules 3-way Formative Evaluation Conference for the end of the placement

PORTFOLIO

Your CSU East Bay portfolio serves as evidence for meeting many of the TPEs and showcases your growth as an educator. Your portfolio should be available at all times for review by both your mentor and supervisor and will be used in coursework. The list below are the specific requirements:

- All lessons and observation notes (planning book okay)
- Formal lesson plans (observed by supervisor)
- Formative evaluation
- School directory
- School policies
- Schedule
- Campus map
- Emergency procedures
- Seating chart

_____________________________  _____________  
Candidate signature                  date

_____________________________  _____________
Cooperating Teacher signature     date

_____________________________  _____________
Supervisor signature             date
SECOND PLACEMENT CHECKLIST

*Place this form at the beginning of your binder with appropriate signatures*

- Emergency Contact Information (give school site office and Cooperating Teacher)
- All candidates student teach 5 hours a day, 5 days a week
- Watch videos on field work expectations (See Forms and Documents page)
- Share summative evaluation form and TPEs with Cooperating Teacher
- Communicate course requirements with Cooperating Teacher
- Update GoReact, Time to Track (Field Work Seminar)
- In Time to Track, 600 hours paced over 2 semesters-minimum- 2nd placement 375 hours
- Schedule 6 visits with your supervisor (2 may be by video)
- Determine 2 week solo takeover at the end of the placement
- Schedule 3-way Summative Evaluation Conference for the end of the placement

PORTFOLIO

Your CSU East Bay portfolio serves as evidence for meeting many of the TPEs and showcases your growth as an educator. Your portfolio should be available at all times for review by both your mentor and supervisor and will be used in coursework. The list below are the specific requirements:

- All lessons and observation notes (planning book okay)
- Formal lesson plans (observed by supervisor)
- Formative evaluation
- School directory
- School policies
- Schedule
- Campus map
- Emergency procedures
- Seating chart

_________________________________________  _______________________
Candidate signature                          date

_________________________________________  _______________________
Cooperating Teacher signature               date

_________________________________________  _______________________
Supervisor signature                          date