This is a checklist of **REQUIREMENTS** that need to be completed by the end of the each student’s internship.

Please **ATTACH** the following checklist to each student’s packet of student teaching documents.

### STUDENT TEACHING ELECTRONIC CHECKLIST

- □ Impact and Portfolio Projects graded with rubric in LiveText *(Note: if your student does not use LiveText - emailed documents and links to jsommerf@odu.edu)*

- □ EBI Survey *(Benchworks Teacher Education Exit Assessment)*

- □ **1 Midterm evaluation** *(Note: if your student has two placements, 2 midterm evaluations are **REQUIRED** to be submitted)*

- □ **1 Final evaluation** *(Note: if your student has two placements, 2 final evaluations are **REQUIRED** to be submitted)*

### STUDENT TEACHING DOCUMENT CHECKLIST

- □ **1 Evaluation by School Admin** *(Note: if your student has two placements, 2 evaluations by school admin are **REQUIRED** to be turned in)*

- □ **1 Assessment of instructional environment**

- □ **Time Sheet**

Finally we will take any additional documents that you have above and beyond what is required that you do not want to keep/return to the student.