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 rjohn@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.