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.