

Spadoni College of Education and Social Sciences  
Coastal Carolina University

<b>Summative Evaluation Conference Sheet</b>
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Intern \_\_\_\_\_ Cooperating Teacher \_\_\_\_\_

University Supervisor: \_\_\_\_\_ Conference Date \_\_\_\_\_

**Suggested Agenda for Summative Conference**

1. Attendance Log: Supervisors please verify the intern has met the minimum requirements for attendance and full-time teaching.
2. Discuss intern dispositions and be sure intern, cooperating teacher and university supervisor have completed the Assessment of Teacher Candidate Dispositions (hot pink) prior to the summative conference. The consensus of this assessment must be submitted by the university supervisor.
3. Discuss the Program Area Internship Evaluation (lilac) and complete a consensus copy. Cooperating teachers, university supervisors, and interns please complete your individual copy prior to the summative conference. The consensus of this assessment must be submitted by the university supervisor.
4. Expanded ADEPT Rubric (tan): Discuss all observations to date and complete a summative consensus Expanded ADEPT Rubric. Cooperating teachers, university supervisors, and interns please complete your individual copy prior to the summative conference. The consensus of this assessment must be submitted by the university supervisor.
5. SCESS Conceptual Framework Assessment (blue): Discuss observations to date and complete a consensus SCESS Conceptual Framework Assessment. Cooperating teachers, university supervisors, and interns please complete your individual copy prior to the summative conference. The consensus of this assessment must be submitted by the university supervisor.
6. Collect at least 2 additional observation forms and lesson plans from the cooperating teacher.
7. Complete any improvement plans, if needed.
8. Questions/comments from cooperating teacher
9. Remind cooperating teacher and intern to complete the exit surveys and assessments that will be emailed at the end of internship.
10. Intern MUST complete the Graduate Follow-Up and Internship Feedback Survey. This survey can be found here: <https://forms.gle/3X3mRA3sXJokz4Jh8>
11. Conference Comments and Questions

	Signature	Date
Intern	*	
Cooperating Teacher	*	
University Supervisor	*	

\*My signature on this form indicates I acknowledge the 8 observations, all assessments, and 3 conferences required for internship. If any of my signatures are missing from any of these required documents, this signature may be accepted instead.