<div align="center">Order of Documents in the Internship Folder</div>

Internship Folders are to be submitted to the Office of Clinical Placements no later than ONE week after the semester concludes. UNIVERSITY SUPERVISORS WILL SUBMIT THE GRADE FOR INTERNSHIP (S/U) THROUGH WEBADVISOR ON THE CCU WEBSITE. Folders MUST be checked and cleared at the time of submission for all required documentation by a member of the Office of Clinical Placements.

1. **Anthology Attendance Log**
   There is no form to submit in the folder, but the University Supervisor should verify that each intern's Anthology log reflects 35 days of fulltime teaching and a minimum of 60 days of attendance.

2. **Preliminary Conference Sheet** (orange)
   Must include signatures of US, CT, and Intern.

   *Please note we are collecting the CT training verification digitally from the CCU Website

3. **Formative Evaluation Forms**
   a. <u>Consensus</u> Formative Internship Evaluation (lilac)
   b. <u>Consensus</u> Expanded ADEPT Rubric (beige)
   c. <u>Consensus</u> SCOESS Conceptual Framework Assessment (blue)
   d. Formative Conference Sheet (light green)
   All of the above forms must include signatures of US, CT, and Intern.

4. **Summative Evaluation Forms**
   a. <u>Consensus</u> Summative Internship Evaluation (lilac)
   b. <u>Consensus</u> Expanded ADEPT Rubric (beige)
   c. <u>Consensus</u> SCOESS Conceptual Framework Assessment (blue)
   d. Summative Conference Sheet (teal)
   All of the above forms must include signatures of US, CT, and Intern.

5. **Internship Observation and Post Conference Form(s) (white)**
   a. Four or more University Supervisor's Internship Observation Forms and Post Conference Forms in chronological order with lesson plans included.
   b. Four or more Cooperating Teacher's Internship Observation Forms and Post Conference Forms in chronological order with lesson plans included.
   The above forms must be signed by both the Observer and the Intern.

6. **Assessment of Professional Dispositions (hot pink)**
   This form is discussed at the Preliminary, Formative and Summative Conferences. At the Summative Conference a consensus is created with feedback from the Intern, CT, and US. The US will enter the data from this consensus digitally at the link sent by IR. The hard copy of this form should be submitted in the US folder.

7. **Any other materials such as Improvement Plans, Contracts or Documentation to be added to the intern's file.**