

To receive credit for any practicum or internship, all WSU Teacher-Candidates are expected to submit a final packet via email.

## **File Format**

All files submitted must be either in a PDF or Microsoft Word file format. No other file formats are accepted.

## **File Naming Protocol**

To help ensure proper filing of files we require the following naming protocol:

[last name], [first name]\_[Term]\_[Course]\_[Document Title] + the appropriate extension (.pdf or .docx)

Looks like this...

Mancinelli, John\_Fall21\_TL490\_Logsheet.pdf (if a PDF file or the extension would be .docx if a Word file)

## **Packet Submission Process**

1. Collect the required paperwork with signatures from your Mentor Teacher and Field Supervisor.
2. Scan or save the files into a PDF or Word document.
3. Save each file using the "File Naming Protocol" listed above.
4. Attach each required file to an email
5. Address the email to your Field Supervisor and send it one week before the term-end.

## **Email your documentation file to your Field Supervisor**

	<b>Documentation</b>	<b>When Due</b>	<b>Signatures Required</b>
1.	Practicum Log Sheet  Name: Lastname, Firstname_Spr22_TL401_Logsheet.pdf	<ul style="list-style-type: none"> <li>• Midterm check</li> <li>• Semester end</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-service student</li> <li>• Mentor teacher</li> </ul>
2.	2 University Field Supervisor Observations  Name: Lastname, Firstname_Spr22_TL401_Supervisor.pdf	<ul style="list-style-type: none"> <li>• Semester end</li> </ul>	<ul style="list-style-type: none"> <li>• Field Supervisor</li> </ul>
3.	2 Mentor Teacher Observations  Name: Lastname, Firstname_Spr22_TL401_Mentor.pdf	<ul style="list-style-type: none"> <li>• Semester end</li> </ul>	<ul style="list-style-type: none"> <li>• Mentor teacher</li> </ul>
4.	PDEFE Final Evaluation  Name: Lastname, Firstname_Spr22_TL401_Final PDEFE.pdf	<ul style="list-style-type: none"> <li>• Midterm check</li> <li>• Semester end</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-service student</li> <li>• Mentor teacher</li> <li>• Field Supervisor</li> </ul>

## Due Dates

- Fall Semester
  - Midterm check is due to your field supervisor no later than October 12th, 2021 to be submitted by the field supervisor to the field service office by October 15th, 2021
  - The final Packet is due to your field supervisor no later than December 4th, 2021 to be submitted by the field supervisor to the field service office by December 7th, 2021
- Spring Semester
  - Midterm PDEFE is due to your field supervisor no later than February 28<sup>th</sup>, 2022 to be submitted by the field supervisor to the field service office by March 1<sup>st</sup>, 2022
  - The final Packet is due to your field supervisor no later than April 28<sup>th</sup>, 2022 to be submitted by the field supervisor to the field service office by May 2<sup>nd</sup>, 2022
- **Email your documentation files to your Field Supervisor by the deadline appropriate for your semester.**

Field Supervisors will review and, once approved, forward the packet to [Tricities.fieldservices@wsu.edu](mailto:Tricities.fieldservices@wsu.edu) by the deadline appropriate for the semester.