To receive credit for any practicum or internship, all WSU Teacher-Candidates are expected to submit a final packet via email.  View the specific contents of the final packet below. All paperwork is collected elecronically by 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]\_[Document Title] + the appropriate extension (.pdf or .docx)

It looks like this…

Mancinelli, John\_ 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. Subject line: last name, first name “Final Packet” (Mancinelli, John Final Packet)
6. Address the email to your Field Supervisor and send it one week before the term-end (12/1/21).

**Email your documentation files to your Field Supervisor by the deadline appropriate for your semester.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Documentation** | **When Due** | **Signatures Required** |
| 1. | [12 Hour Documentation of Observation/Conference Time](https://tricities.wsu.edu/documents/2021/04/coed-12-hour-student-teaching-documentation.docx) | * Semester end
 | * Field Supervisor
 |
| 2. | [Logsheet](https://tricities.wsu.edu/documents/2020/03/coed-field-practicum-log-sheet.docx) | * Midterm
* Semester end
 | * Teacher-Candidate
* Mentor Teacher
 |
| 2. | 2 University Field Supervisor Observations | * Semester end
 | * Field Supervisor
 |
| 3. | 2 Mentor Teacher Observations | * Semester end
 | * Mentor teacher
 |
| 4. | [Professional Growth Plan](https://education.wsu.edu/documents/2015/08/pgp-draft-template.docx) | * Semester end
 | * Teacher-Candidate
* Field Supervisor
 |
| 5. | [Diversity Experience Documentation](https://tricities.wsu.edu/documents/2020/03/coed-field-diversity-documentation.docx) | * Semester end
 | * Teacher-Candidate
* Mentor teacher
* Field Supervisor
 |
| 6. | [Professional Dispositions Evaluation for Field Experiences](https://tricities.wsu.edu/documents/2020/03/coed-field-mid-term-pdefe.docx) (PDEFE) | * Midterm
* Semester End
 | * Teacher-Candidate
* Mentor Teacher
* Field Supervisor
 |

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**There are two additional required tasks NOT included in this email you will need to complete:**

* EBI Survey (done in person at the final seminar)
* Exit Survey (will be emailed to you from Pullman campus to be completed online)

**Due Dates**

* Fall Semester
	+ Midterm check is due to your field supervisor by October 9th, 2021, to be submitted to the field service office by October 15th, 2021
	+ The final packet is due to your field supervisor by December 1st, 2021, to be submitted to the field service office by December 7th, 2021
* Spring Semester
	+ Midterm check is due to your field supervisor by February 15th, 2022, to be submitted to the field service office by February 22nd, 2022
	+ The final packet is due to your field supervisor by April 9th, 2022, to be submitted to the field service office by April 26th, 2022

**Email your documentation files to your Field Supervisor by the deadline appropriate for your semester.**

Field Supervisors review paperwork, and once approved, please forward the packet to: tricities.fieldservices@wsu.edu