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**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Documentation** | **When Due** | **Signatures Required** |
| 1. | Practicum Log Sheet | * Midterm check
* Semester end
 | * Pre-service student
* Mentor teacher
 |
| 2. | 2 University Field Supervisor Observations | * Semester end
 | * Field Supervisor
 |
| 3. | 2 Mentor Teacher Observations | * Semester end
 | * Mentor teacher
 |
| 4. | PDEFE Final Evaluation | * Midterm check
* Semester end
 | * Pre-service student
* Mentor teacher
* Field Supervisor
 |

**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 will review and, once approved, forward the packet to Tricities.fieldservices@wsu.edu by the deadline appropriate for the semester.