



To receive credit for any practicum or internship, all WSU Teacher-Candidates are expected to submit a mid-term and final packet via email to their respective field supervisor by the appropriate deadline.

## 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.Spr24.TL490.Logsheet.pdf (if a PDF file or the extension would be .docx if a Word file)

## Packet Submission Process

1. Collect the required documents 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 documentation to an email.
5. Subject line: last name, first name "Final Packet" (i.e. Mancinelli, John Final Packet)
6. Address the email to your Field Supervisor and send it by the assigned deadline and before 4/23/24.

	Required Documentation	When Due	Signatures Required
1.	Practicum Log Sheet  Name: Lastname.Firstname.Spr24.TL490_Final Logsheet.pdf	<ul style="list-style-type: none"> <li>• Assigned by Supervisor before 4/23/24</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.Spr24.TL490.Supervisor.pdf	<ul style="list-style-type: none"> <li>• Assigned by Supervisor before 4/23/24</li> </ul>	<ul style="list-style-type: none"> <li>• Field Supervisor</li> </ul>
3.	2 Mentor Teacher Observations  Name: Lastname.Firstname.Spr24.TL490.Mentor.pdf	<ul style="list-style-type: none"> <li>• Assigned by Supervisor before 4/23/24</li> </ul>	<ul style="list-style-type: none"> <li>• Mentor teacher</li> </ul>
4.	PDEFE Final Evaluation  Name: Lastname.Firstname.Spr24.TL490.Final PDEFE.pdf	<ul style="list-style-type: none"> <li>• Assigned by Supervisor before 4/23/24</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-service student</li> <li>• Mentor teacher</li> <li>• Field Supervisor</li> </ul>