



FINAL Packet

Early Practicum

Spring 2024

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.Spring24.TL402.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 document 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 4/23/2024.

	Required Documentation	When Due	Signatures Required
1.	Practicum Log Sheet Name: Lastname.Firstname.Spring24.TL402.Logsheet.pdf	<ul style="list-style-type: none"> Assigned by Supervisor before 4/23/24 	<ul style="list-style-type: none"> Pre-service student Mentor teacher
2.	1 University Field Supervisor Observations Name: Lastname.Firstname.Spring24.TL402.Supervisor.pdf	<ul style="list-style-type: none"> Assigned by Supervisor before 4/23/24 	<ul style="list-style-type: none"> Field Supervisor
3.	2 Mentor Teacher Observations Name: Lastname.Firstname.Spring24.TL402.Mentor.pdf	<ul style="list-style-type: none"> Assigned by Supervisor before 4/23/24 	<ul style="list-style-type: none"> Mentor teacher
4.	Early Practicum Performance Criteria Journal (EPPCJ) Final Evaluation Name: Lastname.Firstname.Spring24.TL402.Final EPPCJ.pdf	<ul style="list-style-type: none"> Assigned by Supervisor before 4/23/24 	<ul style="list-style-type: none"> Pre-service student Mentor teacher Field Supervisor



WASHINGTON STATE UNIVERSITY
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