



FINAL Packet Student Teaching Internship 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].[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 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" (Mancinelli, John Final Packet)
6. Address the email to your Field Supervisor and send it by the assigned deadline and before 4/23/2024.

	Documentation	When Due	Signatures Required
1.	12 Hour Documentation of Observation/Conference Time Name: Lastname.Firstname.12hr Documentation.pdf	<ul style="list-style-type: none"> Assigned by Supervisor before 4/23/24 	<ul style="list-style-type: none"> Field Supervisor
2.	Logsheet Name: Lastname.Firstname.Logsheet.pdf	<ul style="list-style-type: none"> Assigned by Supervisor before 4/23/24 	<ul style="list-style-type: none"> Teacher-Candidate Mentor Teacher
2.	2 University Field Supervisor Observations Name: Lastname.Firstname.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.Mentor.pdf	<ul style="list-style-type: none"> Assigned by Supervisor before 4/23/24 	<ul style="list-style-type: none"> Mentor teacher
4.	Professional Growth Plan	<ul style="list-style-type: none"> Assigned by Supervisor 	<ul style="list-style-type: none"> Teacher-Candidate Field Supervisor



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	Documentation	When Due	Signatures Required
	Name: Lastname.Firstname.PGP.pdf	before 4/23/24	
5.	Diversity Experience Documentation Name: Lastname.Firstname.Diversity.pdf	<ul style="list-style-type: none">Assigned by Supervisor before 4/23/24	<ul style="list-style-type: none">Teacher-CandidateMentor teacherField Supervisor
6.	Professional Dispositions Evaluation for Field Experiences (PDEFE) Final Name: Lastname.Firstname.Final PDEFE.pdf	<ul style="list-style-type: none">Assigned by Supervisor before 4/23/24	<ul style="list-style-type: none">Teacher-CandidateMentor TeacherField Supervisor

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)