



FINAL Packet Early Practicum Fall 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.Fall24.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. **Please note that the packet requirements vary from Learning Walk practicums and the TCH_LRN 401, 405, and SPEC_ED 490 practicums. Be sure that you are following the requirements for your practicum.**
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 12/3/2024.

Learning Walk Practicum (TCH_LRN 402)

| | Required Documentation | When Due | Signatures Required |
|----|--|---|---|
| 1. | Practicum Log Sheet Name: Lastname.Firstname.Fall24.TL402.Logsheet.pdf | <ul style="list-style-type: none">Assigned by Supervisor before 12/3/24 | <ul style="list-style-type: none">Pre-service studentField Supervisor |
| 2. | Early Practicum Performance Criteria Journal (EPPCJ) Final Evaluation Name: Lastname.Firstname.Fall24.TL402.Final EPPCJ.pdf | <ul style="list-style-type: none">Assigned by Supervisor before 12/3/24 | <ul style="list-style-type: none">Pre-service studentField SupervisorMentor teacher |



| | Required Documentation | When Due | Signatures Required |
|----|---|---|--|
| 4. | Early Practicum Performance Criteria Journal (EPPCJ) Final Evaluation Name: Lastname.Firstname.Fall24.TL402.Final EPPCJ.pdf | <ul style="list-style-type: none">Assigned by Supervisor before 12/3/24 | <ul style="list-style-type: none">Pre-service studentField Supervisor |

TCH_LRN 401, 405, SPEC_ED 490 Early Practicum

| | Required Documentation | When Due | Signatures Required |
|----|---|---|---|
| 1. | Practicum Log Sheet Name: Lastname.Firstname.Fall24.TL402.Logsheet.pdf | <ul style="list-style-type: none">Assigned by Supervisor before 12/3/24 | <ul style="list-style-type: none">Pre-service studentField Supervisor |
| 2. | 1 University Field Supervisor Observations Name: Lastname.Firstname.Fall24.TL402.Supervisor.pdf | <ul style="list-style-type: none">Assigned by Supervisor before 12/3/24 | <ul style="list-style-type: none">Field Supervisor |
| 3. | 2 Mentor Teacher Observations Name: Lastname.Firstname.Fall24.TL402.Mentor.pdf | <ul style="list-style-type: none">Assigned by Supervisor before 12/3/24 | <ul style="list-style-type: none">Mentor teacher |
| 4. | Early Practicum Performance Criteria Journal (EPPCJ) Final Evaluation Name: Lastname.Firstname.Fall24.TL402.Final EPPCJ.pdf | <ul style="list-style-type: none">Assigned by Supervisor before 12/3/24 | <ul style="list-style-type: none">Pre-service studentMentor teacherField Supervisor |