



Mid-Term 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 "Mid-Term Packet" (i.e. Mancinelli, John Mid-term Packet)
6. Address the email to your Field Supervisor and send it by the assigned deadline and before 2/16/2024.

	Documentation	When Due	Signatures Required
1.	Logsheet Name: Lastname.Firstname.Logsheet.pdf	<ul style="list-style-type: none"> Assigned by Supervisor before 2/16/24 	<ul style="list-style-type: none"> Teacher-Candidate Mentor Teacher
2.	Professional Dispositions Evaluation for Field Experiences (PDEFE) Mid-Term Name: Lastname.Firstname.Midterm PDEFE.pdf	<ul style="list-style-type: none"> Assigned by Supervisor before 2/16/24 	<ul style="list-style-type: none"> Teacher-Candidate Mentor Teacher Field Supervisor