SUPERVISOR submits:

via Qualtrics:

_____ Observation Reports (4 for two 8 week placements; 4 w/video review or 5 for a 16 week placement)
_____ Mid-Term and Final Evaluations

via Qualtrics:

_____ Evaluation of Cooperating Teacher

via fax, mail, or email:

_____ Teacher Work Sample Rubric form
_____ Signed Mileage reimbursement forms

Please note that the Initial Visit, Student Journal, Coop Teacher Lesson Observation, and Communication of Progress are for your use and are not to be submitted to the Student Teaching Office.

STUDENT checks website End of Semester Procedures for directions

_____ Submits two evaluations via Qualtrics
(1) cooperating teacher(s),
(2) university supervisor
_____ Completes education program exit survey via Qualtrics

STUDENT applies online to Colo. Dept. of Ed. (CDE) after receiving:

- Approved Program Verification Form from the Student Teaching Office
- Official transcripts requested by student

_____ Application per directions; check this link to the CDE website:
http://www.cde.state.co.us/cdeprof/checklist-initialteacher

IMPORTANT: Your application will not be processed by CDE unless you provide the appropriate transcripts as listed below!

_____ Degree seeking official transcripts: need MSU Denver transcript showing student teaching and degree awarded.
Post baccalaureate and Master of Arts in Teaching official transcripts: need MSU Denver transcript showing student teaching and transcripts showing degree awarded from the institution where the undergraduate degree was earned.

You can request an MSU Denver transcript through the Student Hub Main Menu or contact the Office of the Registrar and ask for it to be held until grades and/or degree display on the transcript. The Office of the Registrar does not mail transcripts to CDE.

STUDENT TEACHING OFFICE STAFF

Verifies that all requirements have been met.
Provides Approved Program Verification Form to students.