LEHMAN COLLEGE

CLINICAL PRACTICE & PARTNERSHIPS
SCHOOL OF EDUCATION

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Bronx, NY 10468   www.lehman.edu

Intern Evaluation Checklist and Pacing Chart

Name	Email Address	Tel./Cell Number
Intern:		
College Supervisor:		

Required assignments to be completed or uploaded to Taskstream by all Student Teachers.
Additional assignments may be required depending on your program. For example, these items may be required, but are not collected in Taskstream: Pre-conference Guide, Post-conference Guide and Journal

Due Date	Assessments for Taskstream	Intern	College Supervisor (CS)
Week 1	Placement Information	Completes form in Taskstream	Evaluates using Met/Not Met
Intern + CS set date:	Coaching Visit 1	Uploads/attaches Student Teacher Coaching Guide TESOL only: 1st lesson plan	Completes Coaching Visit Evaluation Form in Taskstream TESOL only: Feedback based on TESOL rubric
Formal Evaluation 1			
Week 2 – 3	Disposition Assessment	Completes form in Taskstream	Evaluates using rubric
Week 6 – 8	Mid-term Lesson Plan	Uploads/attaches in Taskstream	Evaluates using Student Teaching Evaluation Form (STEF)
Intern + CS set date:	Coaching Visit 2	Uploads/attaches Student Teacher Coaching Guide TESOL only: lesson #3 ($\rightarrow$TPP)	Completes Coaching Visit Evaluation Form in Taskstream TESOL only: Feedback based on TESOL rubric
Formal Evaluation 2			
Week 10 – 12	Disposition Assessment	Completes form in Taskstream	Evaluates using rubric
Week 11 – 14	Final Lesson Plan	Uploads/attaches in Taskstream	Evaluates using Student Teaching Evaluation Form (STEF)
Week 12 – 13	Student Teacher Self-Evaluation	Completes form in Taskstream	Evaluates using Met/Not Met
Week 12 – 13	Technology Integration Survey	Completes form in Taskstream	Evaluates using Met/Not Met
Week 12 – 14	Evaluation of College Supervisor	Completes form in Taskstream	Does not evaluate