

Paperwork Due by Reading Day

On Reading Day, the following paperwork is due for each student teacher you supervised this semester (please submit all hard-copy papers to my mailbox in MUSIC 109 between the hours of 8am-4pm, M-F):

- **Original Phase-In Schedule** with any edits for dates that might be needed. Please make sure Phase III has a minimum of 20 consecutive teaching days.
- **Midterm/Final Evaluation** (print out a hard copy) and the original signature page with all signatures for the midterm and final.
- **Student Teacher Evaluation Narrative:** this is not a form, rather it is a short (no more than one-page typed) narrative which serves as the supervisor's summation of the student teacher's performance. Supervisor's should provide their genuine assessment of the student teacher's strengths, weaknesses, progress throughout the semester, and their estimation of their future success. Student teachers will not see this but it does remain in their files.
- **Student Teacher Time Card:** only submit if the time card was collected from the student teacher; otherwise the student teacher will submit it directly to Dr. Nolan.
- **Mileage Reimbursement:** Please email me an electronic copy of your excel spreadsheet for mileage for the second half of the semester and PDFs of your Google Maps routes. Don't forget to type your name at the bottom of the spreadsheet to serve as your electronic signature