

**Checklist for cooperating teachers, university supervisors, and music education student teachers**

<b>Cooperating Teacher</b>	<b>What gets completed?</b>	<b>Where does it go?</b>	<b>DONE</b>
	Tax Form	Submit to College of Education	o
	Mid-Assignment Assessment Form (comment on all 8 areas to the best of your ability)	Submit to College of Education	o
	Mid-Assignment Growth Plan (Please select at least 2 areas for the student to focus on for the second half of their placement)	Submit to College of Education	o
	Final Assessment Form (comment on all 8 areas to the best of your ability)	Submit to College of Education	o
	Assessment of University Supervisor	Submit to College of Education (Online – you will be emailed near end of semester)	o
	Assist with Teacher Work Sample Project (as needed)	(Student submits)	
<b>University Supervisor</b>	<b>What gets completed?</b>	<b>Where does it go?</b>	<b>DONE</b>
	Observations 1, 2, and 3 (Use Form A, B, or C; comment on 8 areas as applicable)	Submit to College of Education	o o o
	Mid-Assignment Growth Plan (Assist cooperating teacher with completion)	(Cooperating teacher submits)	
	Final Assessment (narrative; comment on all 8 areas)	Submit to College of Education	o
	Assessment of Cooperating Teacher	Submit to College of Education (Online – you will be emailed near end of semester)	o
	Assess Teacher Work Sample (as needed)	(Student submits)	
<b>Student Teacher</b>	<b>What gets completed?</b>	<b>Where does it go?</b>	<b>DONE</b>
	Assessment of Cooperating Teacher	Submit to College of Education (Online – you will be emailed near end of semester)	o
	Assessment of University Supervisor	Submit to College of Education (Online – you will be emailed near end of semester)	o
	Lesson Plans (as directed by cooperating teacher and/or university supervisor)	(Submit to cooperating teacher and/or university supervisor as needed)	
	Seminar Journals	Submit to CU music ed faculty	o
	Teacher Work Sample Project	Submit to CU music ed faculty	o
	Additional materials for seminar as directed	Submit to CU music ed faculty	o