**Student Teaching Final Checklist**

* Contact Hours Sheet (signed by SP)
  + Keep track weekly on SONIA. Print it at the and of practicum and sign.
* **Completed** [CAP Form](http://www.doe.mass.edu/edprep/cap/handbook/CAP-Form.pdf) (Endorsement cannot be completed if parts are missing)
  + All information on front page filled in (including MEPID number and BU ID number)
  + All signatures from SP and PS and TC
* Both Formative and Summative Forms filled in and ratings completed
* Six observations forms completed
  + Four (announced) by Program Supervisor
  + Two (unannounced) by Supervising Practitioner
* CAP Finalized Goal Setting & Implementation Plan Form
* Summary of Student Feedback Surveys (No need to hand in actual surveys)

Remember: YOU (teacher candidate) are responsible for collecting and submitting all forms at the end of the semester. Forms should be submitted within one week from final day of student teaching.

Note: Submit any recommended forms you fill out (self-reflection forms, self-assessment forms, etc.)

**Required**

· BU CAP Signature Page

· CAP Formative and Summative Rubrics

· All Observation Forms *(4 announced, 2 unannounced)*

· Student Feedback Instruments Summary (please hand in spreadsheet summarizing results from student feedback instruments)

· All contact hours must be entered in Sonia

**Optional (Please include if you completed these):**

· Candidate Self-Assessment Form & Goal-Setting Form

· Preliminary Goal-Setting and Plan Development

· Finalized Goal & Implementation Plan Form

Note: Please hold on to your original copies until you receive your licensure just in case.