Office of Field Services

**Student Intern Checklist**

Please use this Checklist as a guide for requirements you may have for **OFS, Field** or **Seminar** in fall or spring semester. It is up to the intern to discuss with Seminar Leaders and Supervisors regarding what the assignment is (lesson plans, videos, reflections, Triad, etc.), who should upload it (intern or supervisor), to whom (supervisor or seminar leader), where (Blackboard, GoReact, TaskStream), and specific deadlines. *This is a reference guide only.*

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| **√** | OFFICE OF FIELD SERVICES | WHO UPLOADS TO WHOM | WHERE | DATE |
|  | OFS Field Guidelines | Intern to Supervisor | TaskStream |  |
|  | Attendance Form (Mid) | Intern to Supervisor | TaskStream |  |
|  | Attendance Form (Final) | Intern to Supervisor | TaskStream |  |
|  | Mid and Final Triad (CPAST & SPA Forms) | Supervisor Inputs Scores | TaskStream | Wk 8 & 15 |

| **√** | FIELD REQUIREMENTS | WHO UPLOADS TO WHOM | WHERE | DATE |  | √ | SEMINAR REQUIREMENTS | WHO UPLOADS TO WHOM | WHERE | DATE |
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| *i.e.* | *Observation Video #1* | *Intern to Supervisor* | *GoReact (BB)* | *TBD* |  | *i.e.* | *EdTPA* | *Intern to Seminar Leader* | *TaskStream* | *TBD* |
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Additional Notes: