



## **MASTER OF ARTS IN TEACHING (MAT) SUMMER 2026 COHORT FIELD EXPERIENCE OVERVIEW AND CLINICAL TIMELINE**

### **Course Summary**

The CWU Master of Arts in Teaching (MAT) is a state-approved Alternative Pathways to Teaching program. This provides an accelerated teacher certification pathway over 4 quarters that can also lead to a master's degree during the 5<sup>th</sup> quarter. A professional university supervisor (field supervisor) and an experienced school teacher (mentor teacher) form the professional team that supervises and guides the candidate. Detailed expectations for each of the roles across the three quarters can be found in the MAT Field Experience Overview and Clinical Timeline below.

There are three different routes that CWU's MAT program can accommodate for individuals with bachelor's degrees:

**Route 2:** Candidates who are employed as paraprofessionals in their districts and wish to obtain a teaching certificate with support from their building principal and district

**Route 3:** Candidates who are not affiliated with a district but wish to pursue a teaching certificate

**Route 4:** Candidates who are employed by a district as the teacher of record on a temporary Conditional Certificate and wish to pursue a teaching certificate

### **Mentor Teacher Compensation and Eligibility:**

Mentor teachers will receive a **\$300 stipend plus 30 clock hours** for mentoring a student teacher during Clinical III: Student Teaching. To qualify, mentor teachers **must** have at least 3 years of certificated teaching experience, preferably in the same endorsement area as the student teacher is pursuing. If candidates are receiving two

endorsements and the school makes arrangements to provide field experience with a second mentor teacher, only one will be the primary mentor teacher and receive the stipend. Both can receive the 30 clock-hours.

## **CLINICAL I**

- The official Fall 2026 Clinical I dates are Sept. 23 – November 13.
- The Candidates must log at least 60 hours over the course of this term.
- Time in the classroom must be scheduled as either 1 full teacher contracted day per week OR 1-2 consistent periods each day of the 7-week Clinical I experience.
- Seminar I will run concurrently with Clinical I. Synchronous Seminar I class sessions will be held weekly.

## **CLINICAL II**

- The official Winter 2027 Clinical II dates are January 5 – March 19.
- The Candidate must log at least 225 hours over the course of this term.
- Time in the classroom must be scheduled as either 3 full teacher contracted days per week OR 4.5 hours every day of the week for the dates listed above.
- Seminar II will run concurrently with Clinical II. Synchronous Seminar II class sessions will be held weekly.

## CLINICAL III

- The official Spring 2027 Clinical III dates are March 22 – June 11.
- Student teaching is full-time for the entire 11-week quarter, at a minimum. MAT Candidates will be in the building 5 days per week for at least the teacher contracted hours, but often much more, and in alignment with when the mentor teacher would like them to be there in order to adequately prepare for instruction.
- The goal is to ramp up to 6 weeks of full-time teaching in which the MAT Candidate is responsible for all planning, grading, teaching, and preparation. The mentor teacher can ALSO be teaching during this period (small groups, intervention, co-teaching, etc.), but the goal is for the MAT Candidate to have an experience of full responsibility for teaching a full day for 6 weeks if possible. For Route 2 & 3 MAT Candidates, the whole student teaching experience often looks like 2 weeks of build up to full-time teaching, 6 weeks of full responsibility for all subjects and periods, 2 weeks of gradual release back to the mentor teacher, and then one week of observing. Some of this can include co-teaching. This will be decided upon by the mentor teacher.
- The last week of student teaching should include visits to other classrooms for observation for Route 2 & 3 Candidates. It is very helpful for MAT Candidates to observe other educators teaching once their student teaching has concluded as MAT Candidates often learn a lot from observing others teach after they finish their own student teaching experience. When not observing in other classrooms, MAT Candidates will be observing or co-teaching in their mentor teacher's classroom.
- Seminar III will run concurrently with Clinical III. Synchronous Seminar III class sessions will be held weekly.
- A minimum of 650 hours must be logged by the end of all three field experiences.

\*\*All CWU Spring Student Teachers start immediately after winter quarter ends, and they take Spring Break from their placement based upon their district's Spring Break schedule.

## Field Experience Timeline: Clinical I – Practicum

Roles	Week 0-1	Week 2	Week 3	Week 4	Week 5	Week 6	Observations	Week 7
Route 2	<ul style="list-style-type: none"> <li>FS schedules a synchronous MT Orientation with MAT Candidate, MT, and FS either in person or over Zoom within the first week of field experience.</li> <li>FS orients MT to the MAT field experience forms, timeline, expectations, visits, tips, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Candidate continues normal job responsibilities.</li> </ul>				<ul style="list-style-type: none"> <li>Candidate's first formal observations should take place around week 6 or 7.</li> <li>Candidate MUST submit a formal lesson plan to MT and FS using the CWU lesson plan template.</li> <li>For Routes 2 and 3, this first observation could be of small group instruction. Candidate may also co-plan this lesson with MT.</li> <li>For Route 4, this observation should be a whole class observation.</li> </ul>		<ul style="list-style-type: none"> <li>Same responsibilities as Weeks 1-6</li> </ul>
Route 3		<ul style="list-style-type: none"> <li>Candidate should spend this time observing and assisting MT. Candidate may work with small groups of students but should not be taking over any major teaching responsibilities yet. Candidate is only required to be at placement site the equivalent of one full teaching day per week OR 1-2 consistent class periods every day. Quarterly Minimum: 60 hours</li> </ul>				<ul style="list-style-type: none"> <li>For Routes 2 and 3, this first observation could be of small group instruction. Candidate may also co-plan this lesson with MT.</li> <li>For Route 4, this observation should be a whole class observation.</li> </ul>		<ul style="list-style-type: none"> <li>Same responsibilities as Weeks 1-6</li> </ul>
Route 4		<ul style="list-style-type: none"> <li>Candidate continues normal job responsibilities</li> </ul>				<ul style="list-style-type: none"> <li>It is optional for MT to observe Candidate during formal observations.</li> </ul>		<ul style="list-style-type: none"> <li>Same responsibilities as Weeks 1-6</li> </ul>
Mentor Teacher		<ul style="list-style-type: none"> <li>MT should reserve at least 45 minutes each week to collaborate with Candidate.</li> <li>By the end of Week 4, MT should complete the Clinical I Midterm Teacher Candidates Attributes Scale and send it to the FS for their review and grading determination. Only after it is reviewed by the FS will the FS and MT share it with the Candidate.</li> <li>MT should contact the FS immediately at any time in the quarter if there are concerns about the candidate's performance.</li> </ul>				<ul style="list-style-type: none"> <li>MT completes Clinical I Final Teacher Candidate Attributes Scale prior to eval meeting and sends it to the FS for their review and grading determination.</li> <li>After it is reviewed by the FS, it will be shared with the MAT Candidate at the eval meeting.</li> <li>MT participates in the synchronous meeting between FS, MT, and Candidate to review forms.</li> </ul>		
Field Supervisor		<ul style="list-style-type: none"> <li>FS connects with Candidate and MT at least biweekly via Zoom, phone, or email to check in on how the field experience is going.</li> <li>FS should be the first point of contact with CWU for either the Candidate or MT regarding field experience questions or concerns.</li> <li>Teacher Candidate Attributes Scale Process                             <ul style="list-style-type: none"> <li>FS emails Attributes Scale to MT prior to Week 4 for completion. MT returns completed scale to FS by the end of Week 4.</li> <li>FS should review and make the final grading determination of the completed Attributes Scale. The Teacher Candidate Attributes Scale will then be shared with the Candidate.</li> </ul> </li> </ul>				<ul style="list-style-type: none"> <li>Candidate sends FS lesson plan 24 hours prior to observation.</li> <li>FS observes Candidate teaching an entire lesson up to one hour in length.</li> <li>FS schedules a synchronous meeting, either in-person or over Zoom, to review written notes from the observation with the Candidate within 24 hours if possible, but no more than 1 week after observation.</li> <li>Official notes from observation sent to Candidate and MT within 24 hours if possible, but no more than 1 week after observation.</li> <li>In addition to the one formal observation that will occur during Clinical I, FS will also set up time to observe the candidate interacting with students in an informal context at the school. This can occur any time during Clinical I.</li> </ul>		<ul style="list-style-type: none"> <li>FS emails Teacher Candidate Attributes Scale to MT prior to Week 7 for completion.</li> <li>FS schedules a synchronous meeting with MT and Candidate to review completed forms around Week 7.</li> <li>Teacher Candidate Attributes Scale Process                             <ul style="list-style-type: none"> <li>FS emails Attributes Scale to MT prior to Week 4 for completion. MT returns completed scale to FS by the end of Week 4.</li> <li>FS should review and make the final grading determination of the completed Attributes Scale. The Teacher Candidate Attributes Scale will then be shared with the Candidate at the final evaluation meeting.</li> </ul> </li> </ul>
Field Forms	<ul style="list-style-type: none"> <li>Candidate Practicum Schedule Form</li> </ul>	Week 4: Clinical I Midterm Teacher Candidate Attributes Scale (MT/FS)				<ul style="list-style-type: none"> <li>Formal Observation 1</li> </ul>		<ul style="list-style-type: none"> <li>Clinical I Final Teacher Candidate Attributes Scale (MT/FS)</li> </ul>

## Field Experience Timeline: Clinical II – Practicum

Roles	Weeks 1-5	Observations	Weeks 6-10	Notes
Route 2	<ul style="list-style-type: none"> <li>• Candidate will spend time observing and assisting MT.</li> <li>• Candidate should begin teaching parts of lessons.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate’s second formal observations should take place around week 4 or 5, and candidate’s third formal observation should take place around week 8 or 9. These observations can be completed either in person (preferred) or synchronously over Zoom.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate may begin assuming more teaching, planning and assessing responsibilities.</li> <li>• When FS and MT feel the candidate is ready, the candidate may begin fully teaching one or two class sections.</li> </ul>	FS: Please make sure your Route 2 or 3 candidate has not taken over full teaching responsibilities yet.
Route 3	<ul style="list-style-type: none"> <li>• Candidate will spend time observing and assisting MT.</li> <li>• Candidate should begin teaching parts of lessons.</li> <li>• Candidate is required to be at placement site the equivalent of three full teaching days per week OR 4.5 consistent hours every day.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates may co-plan with MT the lessons being taught for formal observations. All other classroom teaching and learning activities that transpire during the formal observations should be done by the Candidate.</li> <li>• Most Candidates should be observed teaching the whole class; SPED and ELL candidates can be observed teaching a small group, but they must plan instruction for all students in the SPED classes they’re responsible for.</li> <li>• Candidate MUST submit a formal lesson plan to MT and FS using the CWU lesson plan template 24 hours or more prior to observation for the lesson the FS is observing.</li> <li>• FS meets synchronously with MAT Candidate either in-person or over Zoom to review FS’s written feedback from observation. This should be completed within a week of observation. Written feedback must be sent to candidates within one week of observation.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate may begin assuming more teaching, planning and assessing responsibilities.</li> <li>• When FS and MT feel the candidate is ready, the candidate may begin fully teaching one or two class sections.</li> </ul>	<ul style="list-style-type: none"> <li>• If a candidate was not formally observed during Clinical 1, please make sure to observe the candidate three times this quarter.</li> <li>• FS: Please make sure your candidate is not teaching full-time yet.</li> </ul>
Route 4	<ul style="list-style-type: none"> <li>• Candidate continues normal job responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• It is optional for MT to observe Candidate during formal observations.</li> </ul>	<ul style="list-style-type: none"> <li>• Same responsibilities as Weeks 1-5.</li> </ul>	
Mentor Teacher	<ul style="list-style-type: none"> <li>• Mentor teacher should reserve at least 45 minutes each week to collaborate with Candidate. MT should also invite Candidate to participate in PLC, PD, and weekly grade level collaborations.</li> <li>• By the end of Week 5, MT should complete the Clinical II Midterm Teacher Candidate Attributes Scale and send it to the FS for their review and grading determination. Only after it is reviewed by the FS will the FS and MT share it with the Candidate.</li> <li>• MT should contact the FS immediately at any time in the quarter if there are concerns about the candidate’s performance.</li> </ul>	<ul style="list-style-type: none"> <li>• It is optional for MT to observe Candidate during formal observations.</li> </ul>	<ul style="list-style-type: none"> <li>• MT completes Clinical II Final Teacher Candidate Attributes Scale prior to eval meeting and sends it to the FS for their review and grading determination. After it is reviewed by the FS, it will be shared with the Candidate at the eval meeting.</li> <li>• Prior to the eval meeting, the MT, FS, and Candidate will each complete an InTASC Standards Teacher Candidate Evaluation form to be reviewed at the eval meeting.</li> <li>• MT participates in the synchronous meeting between FS, MT, and Candidate to review assessments.</li> </ul>	

Field Supervisor	<ul style="list-style-type: none"> <li>• FS connects with Candidate and MT at least biweekly via Zoom, phone, or email to check in on how the field experience is going.</li> <li>• FS should be the first point of contact with CWU for either the Candidate or MT regarding field experience questions or concerns.</li> <li>• Teacher Candidate Attributes Scale Process <ul style="list-style-type: none"> <li>○ FS emails Attributes Scale to MT prior to Week 5 for completion. MT returns completed scale to FS by the end of Week 5.</li> <li>○ FS should review and make the final grading determination of the completed Attributes Scale. The Teacher Candidate Attributes Scale will then be shared with the Candidate.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Candidate sends FS lesson plan 24 hours prior to observation.</li> <li>• FS observes Candidate teaching an entire lesson of up to one hour in length.</li> <li>• FS schedules a synchronous meeting, either in-person or over Zoom, to review written notes from the observation with the Candidate within 24 hours if possible, but no more than 1 week, from observation.</li> <li>• Official notes from observations sent to Candidate and MT within 24 hours if possible, but no more than 1 week after observation.</li> <li>• In addition to the two formal observations that will occur during Clinical II, FS will also set up time to observe the candidate interacting with students in an informal context at the school. This can occur any time during Clinical II and may occur either before or after one of the formal observations.</li> </ul>	<ul style="list-style-type: none"> <li>• FS emails Evaluation and Attributes forms to MT and Candidate prior to Week 8 for completion.</li> <li>• FS schedules a synchronous meeting with MT and Candidate to review completed forms around Week 10.</li> <li>• FS, MT, and Candidate all complete an Evaluation Form prior to Eval meeting.</li> <li>• FS supervisor submits a final version of the Evaluation and Attributes form to the Field Supervisor Sharepoint Site upon completion of the Evaluation meeting.</li> </ul>	MT and FS may, at their discretion, recommend the candidate for the Intern Sub Certificate for use during Clinical III once preliminary approval has been submitted by Teacher Cert at the end of Clinical II. See handbook for processes.
Field Forms	<ul style="list-style-type: none"> <li>• Candidate Weekly Practicum Schedule Form</li> <li>• Formal Observation 2</li> <li>• Clinical II Midterm Teacher Candidate Attributes Scale (MT/FS)</li> </ul>		<ul style="list-style-type: none"> <li>• Formal Observation 3</li> <li>• Clinical II Final Teacher Candidate Attributes Scale (MT/FS)</li> <li>• Clinical II InTASC Evaluation Form (MT/FS)</li> </ul>	

## Field Experience Timeline: Clinical III – Student Teaching

Roles	Weeks 1-2	Weeks 3-8	Observations	Weeks 9-10	Week 11	Notes
Route 2	<ul style="list-style-type: none"> <li>• Candidate co-teaches and assumes increasing responsibility for teaching and learning tasks.</li> <li>• Candidate MUST submit written lesson plans for every lesson they are teaching to their MT at least 24 hours prior to teaching.</li> <li>• Candidate must also submit a formal lesson plan to the FS 24 hours ahead of time for each observation.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate assumes all teaching and learning responsibilities at the start of Week 3. If the MT and FS feel the candidate is not ready to assume full teaching responsibilities at the beginning of week 3, the MT and FS may allow for continued gradual release of all teaching and learning responsibilities to the candidate up until the end of Week 4.</li> <li>• By the start of Week 5, candidate should assume full-day teaching and learning responsibilities. If the MT and FS feel the candidate is not ready to assume all teaching and learning responsibilities by the start of Week 5, a meeting with the MAT Director and CWU Field Director must be conducted to determine next steps.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate's fourth formal observations should take place around Weeks 3-4, and the fifth formal observation should take place around Weeks 8-9.</li> <li>• Formal observations can take place either in person (preferred) or synchronously over Zoom.</li> <li>• Candidate may still co-plan lessons with MT, but all other classroom teaching and learning activities should be done by the Candidate. Most Candidates should be observed teaching the whole class; SPED and ELL candidates can be observed teaching a small group, but they must plan instruction for all students in the SPED classes they're responsible for.</li> <li>• Candidate MUST submit a formal lesson plan to MT and FS using the CWU lesson plan template 24 hours or more prior to both observations for the two lessons the FS is observing.</li> <li>• FS meets synchronously with Candidates either in-person or over Zoom to review FS's written feedback from observation. This occurs after each observation and should be completed within a week of observation. Written feedback must be sent to Candidates within one week of observation.</li> <li>• In addition to the two formal observations that will occur during Clinical III, FS will also set up time to observe the candidate interacting with students in an informal context at the school. This can occur any time during Clinical III and may occur either before or after one of the formal observations.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate gradually releases all teaching and learning responsibilities back to MT.</li> <li>• Candidate completes InTASC Standards Teacher Candidate Evaluation form at least 48 hours prior to eval meeting.</li> <li>• Candidate completes the Professional Growth Plan (PGP) and sends it to the FS and MT at least 48 hours prior to the eval meeting. The PGP is reviewed at the eval meeting and revision to the PGP are completed prior to the end of Week 10. Either the MT or FS must then sign off on the final version of the PGP.</li> <li>• A copy of the signed PGP must be sent to the FS and also uploaded to the Canvas assignment in Seminar III.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate observes in other classrooms and MT's classroom.</li> <li>• After a Candidate's eleven-week student teaching experience, they may return to the duties of their paraeducator or IA position.</li> </ul>	<ul style="list-style-type: none"> <li>• The formal eleven-week student teaching experience cannot begin until a candidate's Clinical III course begins.</li> <li>• Candidate should be observed at least once by the building principal or vice-principal toward the end of student teaching.</li> </ul>
Route 3	<ul style="list-style-type: none"> <li>• Candidate co-teaches and assumes increasing responsibility for teaching and learning tasks.</li> <li>• Candidate must submit written lesson plans for every lesson they are teaching to their MT at least 24 hours prior to teaching.</li> <li>• Candidate must also submit a formal lesson plan to the FS 24 hours ahead of time for each observation.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate assumes all teaching and learning responsibilities at the start of Week 3. If the MT and FS feel the candidate is not ready to assume full teaching responsibilities at the beginning of week 3, the MT and FS may allow for continued gradual release of all teaching and learning responsibilities to the candidate up until the end of Week 4.</li> <li>• By the start of Week 5, candidate should assume full-day teaching and learning responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate's fourth formal observations should take place around Weeks 3-4, and the fifth formal observation should take place around Weeks 8-9.</li> <li>• Formal observations can take place either in person (preferred) or synchronously over Zoom.</li> <li>• Candidate may still co-plan lessons with MT, but all other classroom teaching and learning activities should be done by the Candidate. Most Candidates should be observed teaching the whole class; SPED and ELL candidates can be observed teaching a small group, but they must plan instruction for all students in the SPED classes they're responsible for.</li> <li>• Candidate MUST submit a formal lesson plan to MT and FS using the CWU lesson plan template 24 hours or more prior to both observations for the two lessons the FS is observing.</li> <li>• FS meets synchronously with Candidates either in-person or over Zoom to review FS's written feedback from observation. This occurs after each observation and should be completed within a week of observation. Written feedback must be sent to Candidates within one week of observation.</li> <li>• In addition to the two formal observations that will occur during Clinical III, FS will also set up time to observe the candidate interacting with students in an informal context at the school. This can occur any time during Clinical III and may occur either before or after one of the formal observations.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate gradually releases all teaching and learning responsibilities back to MT.</li> <li>• Candidate completes InTASC Standards Teacher Candidate Evaluation form at least 48 hours prior to eval meeting.</li> <li>• Candidate completes the Professional Growth Plan (PGP) and sends it to the FS and MT at least 48 hours prior to the eval meeting. The PGP is reviewed at the eval meeting and revision to the PGP are completed prior to the end of Week 10. Either the MT or FS must then signed off on the final version of the PGP.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate observes in other classrooms and MT's classroom.</li> <li>• After the Candidate's eleven-week student teaching experience, they may leave their placement.</li> </ul>	<ul style="list-style-type: none"> <li>• The formal student teaching experience cannot begin until a candidate's Clinical III course begins.</li> <li>• Candidate should be observed at least once by the building principal or vice-principal toward the end of student teaching.</li> </ul>

		If the MT and FS feel the candidate is not ready to assume all teaching and learning responsibilities by the start of Week 5, a meeting with the MAT Director and CWU Field Director must be conducted to determine next steps.		<ul style="list-style-type: none"> <li>• A copy of the signed PGP must be sent to the FS and also uploaded to the Canvas assignment in Seminar III.</li> </ul>		
Route 4	<ul style="list-style-type: none"> <li>• Candidate continues normal job responsibilities.</li> </ul>			<ul style="list-style-type: none"> <li>• Candidate continues normal job responsibilities.</li> <li>• Candidate completes InTASC Standards Teacher Candidate Evaluation form at least 48 hours prior to eval meeting.</li> <li>• Candidate completes the Professional Growth Plan (PGP) and sends it to the FS and MT at least 48 hours prior to the eval meeting. The PGP is reviewed at the eval meeting and revision to the PGP are completed prior to the end of Week 10. Either the MT or FS must then signed off on the final version of the PGP.</li> <li>• A copy of the signed PGP must be sent to the FS and also uploaded to the Canvas assignment in Seminar III.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate continues normal job responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate should be observed at least once by the building principal or vice-principal.</li> <li>• Candidate should be observed by their mentor teacher at least once a month and provided feedback.</li> </ul>
Roles	Weeks 1-2	Observations	Weeks 9-10	Week 11	Notes	
Mentor Teacher	<ul style="list-style-type: none"> <li>• Mentor teacher should reserve at least 45 minutes each week to work with Candidate. MT should also invite Candidate to participate in PLC, PD, and weekly grade level collaborations.</li> </ul>	<ul style="list-style-type: none"> <li>• By the end of Week 5, MT should complete the Clinical III Midterm Teacher Candidate Attributes Scale and send it to the FS for their review and grading determination.</li> <li>• Only after it is reviewed by the FS will the FS and MT share it with the Candidate.</li> <li>• MT should contact the FS immediately at any time in the quarter if there are concerns about the candidate's performance.</li> </ul>	<ul style="list-style-type: none"> <li>• It is optional for MT to observe Candidate during formal observations with FS.</li> </ul>	<ul style="list-style-type: none"> <li>• MT completes Clinical III Final Teacher Candidate Attributes Scale prior to eval meeting and sends it to the FS for their review and grading determination. After it is reviewed by the FS, it will be shared with the Candidate at the eval meeting.</li> <li>• Prior to the eval meeting, the MT, FS, and Candidate will each complete an InTASC Standards Teacher Candidate Evaluation form to be reviewed at the eval meeting.</li> <li>• MT participates in the synchronous meeting between</li> </ul>		

				FS, MT, and Candidate to review assessments.		
Field Supervisor	<ul style="list-style-type: none"> <li>FS connects with Candidate and MT at least biweekly via email, phone, or Zoom to check in on how the field experience is going.</li> <li>FS should be the first point of contact with CWU for either the Candidate or MT regarding field experience questions.</li> </ul>	<p>Attributes Process</p> <ul style="list-style-type: none"> <li>FS emails Attributes form to MT prior to Week 5 for completion. MT returns form to FS by the end of Week 5 for review.</li> <li>FS should review and make the final grading determination of the completed Attributes Scale. The Teacher Candidate Attributes Scale will then be shared with the Candidate.</li> </ul>	<ul style="list-style-type: none"> <li>Candidate sends FS lesson plan 24 hours prior to observation. FS observes Candidate teaching an entire lesson up to one hour in length.</li> <li>FS schedules a synchronous meeting, either in-person or over Zoom, to review written notes from the observation with the Candidate within 24 hours if possible, but no more than 1 week of observation.</li> <li>Official notes from observation sent to Candidate and Mentor Teacher within 24 hours if possible, but no more than 1 week after observation.</li> </ul>	<ul style="list-style-type: none"> <li>FS emails Attributes form to MT prior to Week 8 for completion. MT returns form to FS by the end of Week 9 for review.</li> <li>FS emails the InTASC Standards Teacher Candidate Evaluation form to MT and Candidate prior to Week 8 for completion by both the MT and Candidate.</li> <li>FS schedules a synchronous meeting with MT and Candidate to review completed forms around Week 10.</li> <li>FS, MT, and Candidate all complete the InTASC Standards Teacher Candidate Evaluation prior to Eval meeting.</li> <li>FS supervisor submits their final version of the InTASC Standards Teacher Candidate Evaluation form and Teacher Candidate Attributes Scale to the Office of Field Experience upon completion of the Evaluation meeting.</li> </ul>		<ul style="list-style-type: none"> <li>FS, MT, and Candidate meet synchronously to review the scores on the InTASC Standards Teacher Candidate Evaluation and Teacher Candidate Attributes Scale.</li> <li>FS completes the MAT Record of Contacts throughout the quarter.</li> <li>FS uploads all completed forms to the Candidate's Internship file in the Field Supervisor Sharepoint Site.</li> </ul>
Field Forms	<ul style="list-style-type: none"> <li>Record of Contacts</li> </ul>	<ul style="list-style-type: none"> <li>Clinical 3 Attributes Scale 1 (MT/FS)</li> <li>Formal Observation 4</li> </ul>		<ul style="list-style-type: none"> <li>Formal Observation 5</li> <li>Clinical 3 Attributes Scale 2 (MT/FS)</li> <li>Clinical 3 InTASC Evaluation Form</li> <li>Professional Growth Plan</li> </ul>		<p>Total Completed Forms:</p> <ul style="list-style-type: none"> <li>Record of Contacts (3)</li> <li>Formal Observations (min. 5)</li> <li>Attributes Scales (6)</li> <li>InTASC Evaluation Forms (2)</li> <li>Professional Growth Plan</li> </ul>