<table>
<thead>
<tr>
<th>Paperwork check list</th>
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</thead>
</table>
| **Intern Narrative Form**  
(2-3 times per semester if needed)  
Electronic  
Save Narrative Form As:  
InternLastnamefirstname-Date-NarrativeForm-Fi  
Example:  
LoveJane-9/1/2013-Narrativeform-Fi  
*Once form is completed, save & email it to your Intern, your MT & Jane (lovejan@msu.edu) |
| **Generic Observation Checklist**  
(5-7 times per semester)  
Electronic  
Save Checklist As:  
InternLastnamefirstname-Date-Observationchecklist-Fi  
Example:  
LoveJane-9/1/2013-Observationchecklist-Fi  
*Once form is completed, save & email it to your Intern, your MT & Jane (lovejan@msu.edu) |
| **Midterm Assessment of Intern Progress**  
(Assessment of Progress-AOP)  
Completed by MT, FI & I  
Electronic  
*This form will be sent directly to your email from the MSU Teacher Prep program and you will be required to fill it out electronically and then submit your form once you have completed the midterm assessment meeting with your Intern & MT. |
| **Intern Substitute Teaching Forms (2)**  
*Both forms signed by MT, FI & I  
Paper Form  
*Signed by MT, Principal, FI, and Intern  
*Intern will turn them into the Field Instructor at the end of the semester. |
| **Final Report/Exit Report**  
(Exit Performance Description-EPD)  
*Completed by MT & FI  
Paper Form  
*To be printed off on MSU letterhead paper and handed in to Jane at the end of the semester. |
### Special Education Program

**Field Instructor Paperwork Check List - Spring Semester**

**CEP 502A, Sections 1, 2, 3**

| Field Instructor: ____________________________ | (Last name, First name) |
| Intern Name: ________________________________ | (Last name, First name) |

*Key- MT = Mentor Teacher  
FI = Field Instructor  
I = Intern

#### Paperwork check list

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Format</th>
<th>Details</th>
</tr>
</thead>
</table>
| Intern Narrative Form (2-3 times per semester if needed)                         | Electronic | Save Narrative Form As:  
InternLastnamefirstname-Date-Narrativeform-FI  
Example:  
LoveJane-9/1/2013-Narrativeform-FI  
*Once form is completed, save & email it to your Intern, your MT & Jane ([lovejan@msu.edu](mailto:lovejan@msu.edu)) |
| Generic Observation Checklist (5-7 times per semester)                           | Electronic | Save Checklist As:  
InternLastnamefirstname-Date-Observationchecklist-FI  
Example:  
LoveJane-9/1/2013-Observationchecklist-FI  
*Once form is completed, save & email it to your Intern, your MT & Jane ([lovejan@msu.edu](mailto:lovejan@msu.edu)) |
| Midterm Assessment of Intern Progress (Assessment of Progress-AOP) Completed by MT, FI & I | Electronic | *This form will be sent directly to your email from the MSU Teacher Prep program and you will be required to fill it out electronically and then submit your form once you have completed the midterm assessment meeting with your Intern & MT. |
| Intern Substitute Teaching Forms (2) *Both forms signed by MT, FI & I            | Paper Form | *Signed by MT, Principal, FI, and Intern  
*Intern will turn them into the Field instructor at the end of the semester. |
| Final Report/Exit Report (Exit Performance Description-EPD) *Completed by MT & FI | Paper Form | *To be printed off on MSU letterhead paper in April and handed in to Jane at the end of the semester. |

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Special Education Program  
College of Education Michigan State University  
335 Erickson Hall East Lansing, MI 48824