<table>
<thead>
<tr>
<th>Task</th>
<th>Form Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern Narrative Form</td>
<td>Paper Form</td>
<td>*Once narrative form is completed, MT’s will keep the completed copy and will need to review their feedback with the Intern.</td>
</tr>
<tr>
<td>Generic Observation Checklist</td>
<td>Electronic</td>
<td>*The Generic Observation Checklist Form will be sent to you as a link in your email. You will click on the link to complete the electronic form and submit two completed observation checklist forms before the midterm and 2 additional observation checklist forms will need to be completed using the same link after the midterm by the end of the semester.</td>
</tr>
<tr>
<td>Midterm Assessment of Intern Progress</td>
<td>Electronic</td>
<td>*Signed by MT, FI, Principal and Intern *Intern will turn in page one, signed after the midterm meeting to the Spec. Ed. Coordinator *Turn in Page 2 to FI at the end of the semester</td>
</tr>
<tr>
<td>Intern Substitute Teaching Forms (2)</td>
<td>Paper Form</td>
<td>*To be printed off on school letterhead paper and handed in to your Field Instructor at the end of the semester. *Must be turned in to FI by: Friday, Dec. 11th</td>
</tr>
<tr>
<td>Final Report/Exit Report</td>
<td>Paper Form</td>
<td>*Paper copy of the Narrative Form will be provided to ALL MT’s. *The Generic Observation Checklist Form will be sent to your email as a link to be completed electronically.</td>
</tr>
</tbody>
</table>

Field Instructor: ____________________________

(Last name, First name)

Intern Name: ____________________________

(Last name, First name)

*Key- MT = Mentor Teacher  FI = Field Instructor  I = Intern
# Special Education Program
## Mentor Teacher Paperwork Check List
### Spring Semester

<table>
<thead>
<tr>
<th>Field Instructor:</th>
<th>Intern Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Last name, First name)</td>
<td>(Last name, First name)</td>
</tr>
</tbody>
</table>

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

## Paperwork Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Form Type</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| Intern Narrative Form (1 paper copy of form completed by week 3) | Paper Form | Paper Copy of the Narrative Form will be provided  
*Once narrative form is completed, MT’s will keep the completed copy and will need to review their feedback with the Intern. |
| Generic Observation Checklist (2 electronic forms completed before midterm)  
(2 electronic forms completed after midterm unless more are needed)  
(4 total forms completed by the end of the semester) | Electronic | *The Generic Observation Checklist Form will be sent to you as a link in your email. You will click on the link to complete the electronic form and submit two completed observation checklist forms before the midterm and 2 additional observation checklist forms will need to be completed using the same link after the midterm by the end of the semester. |
| Midterm Assessment of Intern Progress (Assessment of Progress-AOP)  
*Recommended-3 observation forms completed before implementing the midterm) | Electronic | *Signed by MT, FI, Principal and Intern  
*Intern will turn in page one, signed after the midterm meeting to the Spec. Ed. Coordinator  
*Turn in Page 2 to FI at the end of the semester |
| Intern Substitute Teaching Forms (2)  
*Both forms signed by MT, FI, Principal & Intern | Paper Form | *To be printed off on school letterhead paper and handed in to your Field Instructor at the end of the semester.  
*Must be turned in to FI by: Tuesday, April 19th |
| Final Report/Exit Report (Exit Performance Description-EPD)  
*Completed by MT & Turned in to FI | Paper Form | *Paper copy of the Narrative Form will be provided to ALL MT’s.  
*The Generic Observation Checklist Form will be sent to your email as a link to be completed electronically. |

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Special Education Program  
College of Education Michigan State University  
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