MICHIGAN STATE UNIVERSITY
SPECIAL EDUCATION
DIGITAL FORM INSTRUCTIONS
FOR PC USERS

GENERIC OBSERVATION CHECKLIST
AND NARRATIVE FORM
Step # 1

• Download **Adobe Reader** (if you do not have)
  http://get.adobe.com/reader/  free program
Step # 2

• Go to
  http://www.education.msu.edu/ceps/private/special
  education/undergraduate/forms/

The Generic Intern Observation Form and the Intern Narrative Form are located here.
Step # 3
Select form to open.

Undergraduate Special Education

Internship Forms
All forms are appropriate for Interns, Mentor Teachers, and Field Instructors unless stated otherwise.

- Behavior Management Observation Form
- Internship Requirements Checklist 2013-2014
- Intern Narrative Form
- Generic Intern Observation Checklist
- Generic Lesson Plan Form
- Substitute Teaching Form
- Video Consent Form
- Photo Consent Form

Pre Internship Forms

- Course Record Sheet (current students)
- Course Record Sheet (2010) (current students)
- Special Education Pre-Admission Experience Student Reaction Form
- Special Education Pre-Admission Experience Supervisor Reaction Form
- Special Ed. Geographical Preference Form (current students)
Step # 4
Save forms to folder or desktop.
Step # 5

• Right click on saved file, dialogue box appears, open with **Adobe Reader**. At this point you can type and edit this document.
Step # 6

- Complete form- these forms are editable. You may type in the blue boxes.

Observation Checklist

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Generic Intern Observation Checklist

Date:     Subject:     Activity:     
Setting:     # of Students:     
Intern:     MT:     
Field Instructor:     

P/Present   E/Exceeds Expectation   N/Needs Strengthening   N/A/ Not applicable

*Please indicate which letter corresponds correctly to each statement below

Lesson Planning:

- Lesson plan completed and reviewed prior to instruction
- Evidence of advance preparation and lesson organized (materials ready)
- Lesson appropriate for age, grade, ability
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Step # 6 continued

Narrative Form
Step # 7

- At this point the document is complete.
- Please save using this format-last name, first name, date, form name and MT (indicates observation done by MT), same as step 8
- **Save As a PDF document.**
Step # 8

- Email PDF document to – your Intern and Field Instructor ONLY!!

*Important- In subject line indicate Intern, date and form type you are sending. Examples on next slide.
Step # 8 continued

Narrative Form

To: Intern & Field Instructor
Cc/Bcc, From: branderb@msu.edu
Subject: Brown, Suzy, 10-8-13, Narrative Form

Generic Observation Checklist Form

To: Intern & Field Instructor
Cc/Bcc, From: branderb@msu.edu
Subject: Brown, Suzy, 10-8-13, Generic Observation Checklist
Thank you so much for all your cooperation as we make the transition from paper to digital.

Michigan State University
College of Education
Department of Counseling, Educational Psychology & Special Education