# **Forms Tracking**

Use this document to track the forms required for practicum.

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| **Form** | **Timeline** | **Submitted to** |
| Student Information Form | Week 1 | US, CP |
| Competency Rating Scale – Initial | Week 2 | US, CP |
| Competency Rating Scale – Midterm | At least 24 hours before midterm 3-way meeting | US, CP |
| Competency Rating Scale – Final | At least 24 hours before final 3-way meeting | US, CP |
| Observation Guides (3 required) | First two weeks of practicum | US |
| Contract Checklist – Initial | Complete with US & CP at first 3-way meeting | US, CP |
| Contract Checklist – Midterm | At least 24 hours before midterm 3-way meeting | US, CP |
| Contract Checklist – Final | At least 24 hours before final 3-way meeting | US, CP |
| Semester Calendar | At first 3-way meeting | US, CP |
| Weekly Plan | Weekly | US |
| Request for Observation Form | At least 24 hours before pre-observation meeting with US | US |
| Lesson/Session Plan | At least 24 hours before pre-observation meeting with US | US |
| Post-Observation Reflection Form | Within 48 hours after an observation occurs | US |
| Timesheet | Weekly | US |
| Other Documents | To be decided with CP & US as needed | US, CP |
| Video Permission Form | As needed if videos are recorded | US, CP |
| EI Supervision Verification Form | At end of semester, if needed | Program coordinator |

Note: PS = Practicum student, US = University supervisor, CP = Cooperating professional