

Washington State University Required Documentation for Student Teachers/Interns Checklist

Student Name _____

Supervisor Name _____

Supervisors collect and submit all paperwork electronically following instructions below.

Required Paperwork

	Email
12 Hour Documentation of Observation/Conference Time	<input type="checkbox"/>
PDEFE with evidence	<input type="checkbox"/>
Professional Growth Plan	<input type="checkbox"/>
Diversity Experience Documentation	<input type="checkbox"/>

Supervisor collects all paperwork and sends electronically to Pullman

We collect ALL paperwork ELECTRONICALLY with the exception of the EBI surveys. Signatures may be typed into documents, or signed and scanned - either option is acceptable. **All documents should be saved as PDF.**

Please use following email address: coe.paperwork@wsu.edu to send completed student documents to our office.

**In the email subject line, please put the student name in as follows:
lastname.firstname**

Save each of the documents individually, not as a group of multiple pages.
Attach multiple documents to an email message specific to each candidate.

Please do not send documents for multiple students in the same email, or use a zip folder as an attachment.

Label the documents using this format: lastname.firstname.12hour
lastname.firstname.pdefe lastname.firstname.pgp
lastname.firstname.diversity

This ensures that our automated process works correctly, and all attachments are filed correctly

You are not required to submit the checklist for each student, this is simply a guide for your records.