

LiveText Overview Chart for Practicum/Mentored Practicum – Summer 2008

Assignment	Template to Use	Form to Use (if applicable)	Title to Give Your Document	What to do:
Dispositions Permission	Dispositions Assessment Permission		Dispositions, 08U	Create from template and Submit for Review to ALL your instructors for this semester, including your Supervisor; check to be sure the Candidate Information Form data that now shows up in your Dispositions Permission is correct.
Demographic Report	Summer 2008 Field Experience Demographic Report	Summer 2008 Field Experience Demographics Form	Demographics Report, EMAT 608 or EMAT 609	Create from Template and Submit for Review to your Supervisor (remember to complete the form as part of the assignment when it is due). Link to your portfolio (Field Experiences page).
Journal	Choose: Journal: Practicum OR Journal: Mentored Practicum		Journal: EMAT 608 or EMAT 609	Create from Template and Submit for Review to your Supervisor. Link to your portfolio (Reflecting page).
Peer Observation Report	Peer Observation Report		Peer Observation Report	Create from Template and Submit for Review to your Supervisor and to Dr. Paille.
Summative Evaluations		08U Prac Sum: [Supervisor's last name], CT 08U Prac Sum: [Supervisor's last name], US		Check to be sure you have the correct supervisor's Summative Evaluation forms in your Forms section; complete the first five fields in the form and submit. Link to your portfolio (Field Experiences page).
Candidate Information Form		Candidate Information Form		Complete and submit if you haven't done so already. If you have submitted it previously, please check it to be sure the information is correct, and resubmit, if necessary. Make SURE you have identified the correct program and have not filled in any fields that are not applicable to you.
Portfolio	Link relevant documents noted above; check under Submit for Review and be sure you have ONLY submitted it to the appropriate generic account. If you have also submitted it to any individual instructors, REMOVE them from the list (you may not be allowed to, if it has already been assessed, but try). Once all new links are inserted into portfolio, SUBMIT FOR REVIEW again to the generic account.			