

INITIAL THREE-WAY CONFERENCE EDUCATION SPECIALIST

School Site: _____ **Setting: Mild/Mod or Extensive Support**
Candidate: _____ **Grade Level(s):** _____
CT: _____ **University Supervisor:** _____
Meeting Date: _____

Present at the meeting: _____

Candidate Signature: _____

Cooperating Teacher Signature: _____

University Supervisor Signature: _____

A summary of meeting tasks follows:

The purpose, structure, policies and procedures of the Education Specialist Credential Program were reviewed and each member received access to the Education Specialist Credential Program Handbook, supervisory forms and evaluation rubrics.

The candidate has a copy of the school handbook, knows the students' names, and is becoming familiar with schoolwide and classroom procedures:

Yes Not Yet Has created a site information binder

Goals that the candidate and CT would like to focus on during practicum:

- Assessment:

- Behavior:

- Curriculum:

- Other:

Specific task(s) and/or routine(s) for which the candidate has partial responsibility:

Goals and actions for participation in teaching of reading/language arts.

GOALS	ACTION
READING:	Candidate will....
WRITING:	Candidate will....
OBSERVATION (other grade level):	Candidate will....

- The substitute teaching policy has been reviewed.
- The candidate has attended a faculty meeting. Yes No
- The following program forms were reviewed with CT and Candidate:
 - Education Specialist Credential Program Handbook
 - Practicum Timesheet & Absence Report
 - Field Assignment Tracking Form
 - CORE Rubric & Observation
 - SOE Professional Dispositions Rubric
 - TPE Rubric

Follow-up or additional comments: _____

Next scheduled visit: _____

Copies of this form are to be provided to the CT and University Supervisor!