STUDENT TEACHER’S GUIDE TO SUBMITTING CLINICAL WORK IN FOLIOTEK

BS and MAT Early Elementary Education, all tracks (traditional route to certification)
First things \textcolor{red}{1st}

1. **Know your COURSE NUMBERS!**
   Your school placement corresponds to a course number. Submit your work under the course number associated with your placement or type of placement(s). For example, submit Special Education-LBD placements’ work to EDSP 470; submit “regular” Elementary classroom work to EDTP 450.

2. **Select the CORRECT UNIVERSITY SUPERVISOR** when submitting your CLINICAL WORK (student teaching documents).
   Be sure to select the correct supervisor from the faculty list when submitting your work.

3. **SUBMIT ASSESSMENTS that do not require** attachments of student work to UNIVERSITY SUPERVISOR(S) at BEGINNING OF SEMESTER
   These are indicated by red arrows \( \rightarrow \) in this presentation. Submit lesson plans, reflections, and the Calendar of 70 Days’ Student Teaching assignments upon completion or upon supervisor’s request.
One of the next six slides outlines the student teaching assignments and assessments specific to your academic program and certification track(s).

Your work must be completed and assessed by your supervisor before you can be recommended for teacher certification.
BS Elementary Education + Elementary Content track
EDTP 450 + EDTP 452

**Send items indicated with red arrows to supervisors at beginning of semester**
BS Elementary Education + Interdisciplinary Early Childhood (IECE) track
EDTP 450 + EDSP 472

**Send items indicated with red arrows to supervisors at beginning of semester**
BS Elementary Education + Special Education - LBD track
EDTP 450 + EDSP 470

**Send items indicated with red arrows to supervisors at beginning of semester**
BS Elementary Education + Special Education – MSD track

EDTP 450 + EDSP 471

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NOTE: EDTP 615 Collaboration Assignment and EDTP 615 Professional Growth Plan are scored by faculty instructor. Your work is submitted upon upload to the course and does NOT require sending to supervisors.
Elementary Education - Initial Graduate Certification for MAT
EDTP 615 + EDTP 616

EDTP 615 - Student Teaching in the Elementary Grades (primary field placement)

EDTP 615 - Lesson Plan #1
EDTP 615 - Lesson Plan #2
EDTP 615 - Post-Lesson Reflection #1
EDTP 615 - Post-Lesson Reflection #2
EDTP 615 - Collaboration Assignment
EDTP 615 - Professional Growth Plan
EDTP 615 - Calendar - Days Spent in Student Teaching
EDTP 615 - Observation of Teaching #1
EDTP 615 - Observation of Teaching #2
EDTP 615 - Dispositions Assessment

EDTP 616 - Student Teaching (Intermediate Grades)

EDTP 616 - Lesson Plan #1
EDTP 616 - Lesson Plan #2
EDTP 616 - Post-Lesson Reflection #1
EDTP 616 - Post-Lesson Reflection #2
EDTP 616 - Dispositions Assessment
EDTP 616 - Observation of Teaching #1
EDTP 616 - Observation of Teaching #2

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Additional bits …

• If you submit an assignment to the wrong supervisor by mistake, contact the supervisor and ask that s/he decline the assessment. After the assessment is declined, you can resend it to the correct supervisor. You can also ask that the “incorrect” supervisor forward your assessment to the “correct” supervisor in Foliotek.

• If you do not see a course in the left menu on the Foliotek dashboard, make sure that you are viewing your Student Teaching portfolio. See Navigating Multiple Portfolios in Foliotek

• Answers to the most common questions about submitting work in Foliotek to faculty instructors and university supervisors can be found on this page: https://louisville.edu/education/foliotek/students

Fall 2020: Uploading Course Assessment to Faculty
Submitting Student Work to Supervisors
And remember …

Most of the clinical information teacher candidates need can be found on the OEDCP website:
https://louisville.edu/education/field-placement
THANK YOU!

Have a great student teaching semester!