

Completed	Checklist of Activities that Require Your Action
	<p>Internship Agreement:</p> <ul style="list-style-type: none"> • Meet with your student to discuss mutual expectations. • Complete the Student Teacher and Cooperating Teacher Agreement with your student (attached below). • The student will email the form to step@tcnj.edu. <p>Full semester agreements are due on or before January 31, 2022 Half semester agreements are due on or before March 21, 2022</p>
	<p>Performance Assessment Evaluations (online only):</p> <ul style="list-style-type: none"> • Assessments are submitted through LiveText Field Experience Module (FEM). Login information is sent 3-4 weeks after the semester starts. • Refer to the assessment calendar on the STEP Office website for due dates under <i>Forms for Cooperating Teachers</i>. • Midterm assessments are due March 11th for full semester placements and February 18th (first half) and April 8th (second half) for half semester placements.
	<p>Final assessments: Due on or before May 6th. The assessments are submitted electronically through the LiveText Field Experience Module (FEM).</p> <ul style="list-style-type: none"> • Be sure to fill out a separate form for each student that you host.
	<p>Stipend Application:</p> <ul style="list-style-type: none"> • Apply for your stipend on or before May 1st. • The password will be sent after the semester starts. • Attach your <u>signed</u> W9 with your application. • Further instructions for stipend applications can be found on our website. <p>Note: We are not able to pay stipends for the spring semester after June 15th.</p>