***Three-Way Meeting Checklist***

**Three-Way Meeting #1** (*Occurs* *after Announced Observation #1).*

|  | **Before** | **During***45- 60 min* | **After** |
| --- | --- | --- | --- |
| **TC** | * Complete Self-Assessment & Goal-Setting Forms 🡪 Share with PS/SP
 | * Conduct a Post-Conference for Announced Obs. #1
 | * Share goals and plan with practicum seminar instructor
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| **SP and PS** | * Calibrate feedback from Announced Obs. #1
* Review Candidate Self-Assessment & Goal-Setting Forms
* Prepare to share baseline assessment on CAP Rubric
 | * Share baseline assessment
* Finalize professional practice goal
* Agree on implementation plan
* Sign-off at conclusion of meeting
 | * Act on commitments made in implementation plan
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| **Forms** | Required:* *Observation Form: Announced Observation #1*

Recommended:* *Model Observation Protocol: Post-Conference Planning Form*
* *Candidate Self-Assessment & Goal Setting Form*
* *Baseline Assessment Form*
 | Required:* *Observation Form: Announced Observation #1*
* *CAP Form*

Recommended:* *Finalized Goal(s) & Implementation Plan Form*
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**NOTES:**