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

**NOTES:**