***Three-Way Meeting Checklist***

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| **Three-Way Meeting #3** *(Occurs in final two weeks of practicum, after Unannounced Observation #2).* |

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|  | **Before** | **During***30-45 min* | **After** |
| **TC** | * Share evidence of performance including, but not limited to: candidate artifacts, measures of student learning, student feedback
 | * Share summative assessment ratings and discuss
* Sign-off at conclusion of meeting
 | * Draft a professional practice goal to use during first (or next) year of employment
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| **SP and PS** | * Review all available evidence
* Individually assess candidate performance using the CAP Rubric by completing the Summative Assessment
* Calibrate summative assessment ratings
 |  | * Ensure all documents are retained in candidate files
* Submit summative assessment data
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| **Forms** | Required:* *Summative Assessment Form*
 | Required:* *CAP Form*
* *Summative Assessment Form*
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**NOTES:**