***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 |
| **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 |
| **Forms** | Required:   * *Summative Assessment Form* | Required:   * *CAP Form* * *Summative Assessment Form* |  |

**NOTES:**