

Student Teacher and Mentor Teacher Handbook

**Secondary Education
K-12 Art Education**

2020-21



College of Education
School of
Teacher Education

Contents

Important Dates	3
Key Contact Information	4
COVID-19 Information	5
Mentor Teachers	6
Mentor Teacher Roles and Responsibilities	6
Teacher Performance Assessment	7
If Difficulties Arise	7
Co-Teaching Model.....	8
Student Teaching Team.....	8
Student Teaching Experiences	8
Mentor Teacher Semester Checklist.....	11
Student Teachers.....	12
Student Teacher Responsibilities	12
Student Teaching Syllabi and Assignments	13
Employment Status During Student Teaching	15
Substituting, Coaching, and Other Employment During Student Teaching	15
Attendance – Policies and Procedures.....	17
Timeline and Checklist for Student Teachers.....	18
Partner School Facilitator Roles and Responsibilities	20
UW Faculty/Supervisor Roles and Responsibilities	21
WTEP Visitation Record (<i>Sample</i>)	22
Getting a Job.....	23
Praxis II Information	23
Obtaining Teacher Licensure in Wyoming and Other States	25
The Job Search	27
Secondary Student Teaching Evaluation Rubrics.....	28
Agriculture, Career and Technical Education, Social Studies and K-12 Art	29
English.....	41
Mathematics	53
Science	65
Modern Languages.....	79

Important Dates

Spring 2021 UW Student Teaching Dates

From January 4-25, we will have two faculty members from the School of Teacher Education “on-call” who can be contacted in case of serious concerns. The two “on-call” faculty members are Dr. Todd Reynolds (treynol6@uwyo.edu) and Dr. Alan Buss (abuss@uwyo.edu)

All Education Majors

Starting Date: UW Student Teachers are required to begin their student teaching semester when their Mentor Teacher reports to school in January after the winter break. For Spring 2021, this may be January 4th or 5th. Please find out when teachers are required to be in schools in your assigned district and write that date below.

My start date: _____

Secondary Education Due Dates

Midterm Evaluation due:	February 26, 2021 (Friday)
Final Evaluation due:	April 21, 2021 (Wednesday)
Last Day of Student Teaching:	April 23, 2021 (Friday)

K-12 Art Education Due Dates

First Midterm Evaluation due:	January 29, 2021 (Friday)
First Final Evaluation due:	February 26, 2021 (Friday)

Beginning of new placement around March 1, 2021

Second Midterm due:	March 26, 2021 (Friday)
Second Final due:	April 21, 2021 (Wednesday)
Last Day of Student Teaching:	April 23, 2021 (Friday)

Please note that your faculty supervisor will provide due dates for submission of edTPA.

UW – Laramie Commencement: May 15, 2021

Please check the UW Commencement page for up to date information:

<http://www.uwyo.edu/commencement/>

The last day of student teaching may be adjusted depending on a Student Teacher’s start date for the semester and/or an unusual number of absences. Any deviations from this schedule must be reviewed and approved in advance by the Director of the School of Teacher Education. Student Teachers are to adhere to the District Calendar, so are only to take District breaks and vacation days. Student Teachers should not arrange for other vacation days (e.g., UW spring break) or request different/additional vacation days from Mentor Teachers except in cases of unusual circumstances, and then only with permission from all supervisors: UW Faculty, Site Facilitator, and Mentor Teacher. A purchased ticket does not qualify as an unusual circumstance.

Key Contact Information

UW Faculty or Supervisor

Name _____
Telephone _____ e-mail _____

Mentor Teacher(s)

Name _____
Telephone _____ e-mail _____

Name _____
Telephone _____ e-mail _____

Partner School Facilitator or District Liaison

Name _____
Telephone _____ e-mail _____

School Principal

Name _____
Telephone _____ Fax _____

Additional Contacts

Manager of Student Advising

Todd Krieger 307.766.2230 tkrieger@uwyo.edu

Coordinator of Student Advising

Christi Thompson 307.766.2230 chutch@uwyo.edu

Office of the Registrar 307.766.5272

Office of Student Financial Aid 307.766.2116

Center for Advising & Career Services 307.766.2398

CoEd Graduation Coordinator

Debbie Martinez 307.766.6862 debm@uwyo.edu

Director, School of Teacher Education

Alan Buss 307.766.3468 abuss@uwyo.edu

UW College of Education web address: <http://www.uwyo.edu/education/>

COVID-19 Information

As current and future educators, it is considered an essential responsibility that CDC guidelines, local health orders, UW policies and school/district policies are fully adhered to during any school interactions. Students need to demonstrate core competencies in each of their courses/clinical assignments/field placements and hence are expected to complete all courses following instructor guidelines for mitigating risks of COVID transmission (see below for specifics).

Students need to recognize that there are inherent risks involved with any clinical/field learning, but all students have the right to refuse participation in courses/field placements. Any refusal to participate necessarily comes with the understanding that their program completion date will be subsequently delayed. Any refusal of participation must be approved by the relevant school director, and the practicum/internship supervisor or the appropriate designee. The program will attempt to accommodate all reasonable requests, but request approval is not guaranteed.

Faculty and students will commit to upholding the latest CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>) for risk mitigation – mitigation strategies are generally classified in the following general categories:

- Use proper hygiene (ex. hand washing guidelines);
- Avoid close contact when possible;
- Use face coverings when around others (ex. N95, cloth masks, etc.);
- Cover mouth/nose in sneeze/cough when around others and not wearing a face covering;
- Clean and disinfect frequently touched surfaces on a regular basis;
- Monitor personal health

If you test positive for COVID-19, see the UW guidelines “Plan to Restart Campus and Restore Normal Operations” for more detailed information. Current policy is to immediately contact the UW COVID Hub by emailing COVID19@uwyo.edu or calling 307-766-2683, and to notify your mentor teacher and UW supervisor.

Required practicum/internship days or hours that are missed due to illness will be remediated upon mutual negotiation of the instructor and student. Any student who refuses to comply with defined risk mitigation protocols will not be allowed to participate in the practicum/internship experience and there will be no opportunity offered for make-up. Additional consequences for non-compliance may also be applied. Faculty/staff are under the same obligations as students when visiting school classrooms.

Mentor Teachers

Mentor Teacher Roles and Responsibilities

The College of Education deeply appreciates those classroom teachers who give of their time and expertise to nurture new teacher professionals. These Mentor Teachers provide a great service to their districts, the UW College of Education, the state of Wyoming, and the profession.

Expectations for Mentor Teachers include:

- Reviewing the mentor online modules available at:
<http://uwyo3.catalog.instructure.com/browse/conted/courses/principles-of-mentoring>
- Serving as a role model and coach for Student Teachers.
- Assisting the Student Teachers in planning and preparing lessons, teaching, and assessing student learning.
- Providing time and support for Student Teachers as they complete the edTPA (a teacher performance assessment – see below for additional info).
- Providing regular feedback that is focused on improving practice and student learning in your classroom.
- Attending the preparation meeting along with Student Teachers (typically mid-late in the fall semester).
- Accepting primary responsibility for **classroom supervision** and **evaluation** of the daily performance of Student Teachers by
 - Completing the midterm evaluation growth plan in collaboration with Student Teachers, and implementing the growth during the second half of the semester.
 - Completing final evaluation and narrative statement (or letter of recommendation).
 - Completing the exit interview, if required.
- Helping the Student Teachers gain an appreciation for the values and expectations of the schools and the communities they serve.
- Informing parents of the UW Student teaching program.
- Providing continuous coaching (including praise and constructive criticism) that supports the professional growth of the Student Teachers through the entire student teaching experience.
- **Contacting the UW Faculty/Supervisor with any questions or concerns at any time during the semester.**

Documenting Outcomes:

- Make notations on the Student Teacher's rubric to document completion of outcomes.
- Complete the midterm evaluation, midterm growth plan, exit interview (if required) and final evaluation to verify successful completion of the outcomes.
- Debrief and provide feedback on lesson plans, teaching, assessment, professionalism, and classroom management practices.

Evaluations

- Evaluations are required at midterm and semester end (in accordance with dates specified at the beginning of this handbook). ***Please see the calendar on page 3 of this Handbook.***
- Mentor Teachers will submit all evaluation forms using an online assessment and data system. Information and directions will be e-mailed to all Mentor Teachers.
- Midterm evaluations for K-12 art majors are conducted midway through the first 8-week experience and midway through the second 8-week experience. Final evaluations are conducted at the end of each 8-week Student teaching experience.

Recommendations

The narrative statement portion of the final evaluation takes the form of a letter of recommendation for the Student Teacher.

The narrative should include:

- Brief description of the context of the setting in which mentor worked with the Student Teacher.
- Description of the specific classroom responsibilities that the Student Teacher had and commentary on how well he/she met those responsibilities.
- Description of any extra duties in which the Student Teacher was involved.
- Description of the Student Teacher's involvement (type and extent) with parents and colleagues.

Teacher Performance Assessment

The University of Wyoming is part of a multi-state consortium using the edTPA, a teacher performance assessment. This assessment is designed to measure a set of core teaching skills that support student learning. For the edTPA, teacher candidates plan and teach a learning segment of 3-5 connected lessons, videotape some of this teaching, assess their students' work, provide feedback to support continued student progress, and finally, reflect on the effectiveness of their teaching practices throughout. Trained evaluators then score these assessments. Mentors will receive information about the edTPA from Student Teachers, UW faculty, and/or Partner District Facilitators. Additional information about the edTPA for the mentor teacher is available in the online modules linked above.

If Difficulties Arise

- Discuss the problem(s) **immediately** with Mentor Teacher/Student Teacher if appropriate. ***Always*** contact UW Faculty/Supervisor, as well. In a Partner School setting, Mentor Teachers/Student Teachers may contact the Partner School Facilitator as the liaison with UW Faculty/Supervisor.
- Contact the UW Faculty/Supervisor if the problem(s) are not resolved. The call to the UW Faculty/Supervisor may come from the Student Teacher, the Mentor Teacher, or a Partner School Facilitator. The UW Faculty/Supervisor will travel to the school immediately when his/her presence is required.

- Mentor Teachers and Student Teachers are **strongly encouraged** to share any and all concerns regarding the Student teaching experience **at the first sign of difficulty**. Experience tells us that by waiting to discuss any concerns results in escalation of the problem.
- *If Mentor Teachers believe concerns are serious enough that the Student Teacher may not successfully complete the student teaching experience, then the UW Faculty/Supervisor must be notified no later than one week after the midterm evaluation in order for us to have time to resolve any problems.*

Co-Teaching Model

The Wyoming Teacher Education Program expects that student teaching will be a co-teaching experience with both Mentor Teacher and resident sharing responsibility for planning, instruction, and students' learning. Student Teachers will collaborate closely with their Mentor Teachers to plan the student teaching semester based on levels of preparedness and the unique contexts of Mentor Teachers' students and classroom. It is expected each Student Teacher, at different times and in different parts of the semester, may be expected to take a secondary role, the lead role, or team-teach with the Mentor Teacher, keeping in mind that, above all, the students in these classrooms are the focus of every effort. The Student Teacher should become more independent as the semester continues and will ultimately, at times, assume full teaching responsibility to assure that all outcomes are met. The Mentor Teacher coaches, provides opportunities for reflection, and provides consistent feedback throughout the entire semester, including those times when the Student Teacher takes the lead instructional role. **We strongly encourage the Mentor Teachers to explore all opportunities for team teaching and collaborative pedagogies during the Student teaching semester.**

Student Teaching Team

The Student Teacher, Mentor Teacher, Partner School Facilitator (where present), and UW Faculty/Supervisor comprise an educational team for this culminating field experience. Student Teachers gradually assume increasing responsibilities in their assigned classroom(s), experiencing the excitement of teaching and learning as well as meeting the challenges of complex professional expectations. During this semester, Student Teachers will demonstrate for the other members of the educational team that the outcomes listed in evaluation rubrics have been met.

Student Teaching Experiences

Experiences will vary according to the subject matter, Mentor Teacher expertise, and contextual constraints. This list includes experiences for which most Student Teachers will be responsible. Note the completion of any of these experiences on the outcomes rubric. If reasonable and appropriate, the Mentor Teacher should ask the Student Teacher to:

1. Use technology to support or extend student learning in the classroom.
2. Participate with the Mentor Teacher in all assigned duties.
3. Provide remedial help to students.

4. Become familiar with cumulative records and federal privacy laws for children.
5. Develop a case study around a student with special needs.
6. Participate in an IEP meeting.
7. Discuss individual student needs with the Mentor Teacher, guidance counselor, and other appropriate support personnel.
8. Become familiar with the School Improvement Plan.
9. Take roll and record attendance.
10. Plan and arrange a bulletin board.
11. Learn attendance policies and procedures for the school and the district.
12. Keep records of homework and grades using digital options whenever possible.
13. Use maps, charts, and other instructional media to support instruction.
14. Bring in supplementary materials.
15. Locate visual, reference, and other teaching materials in the library or other school sources.
16. Use digital technologies, smart boards and other projection devices during instruction.
17. Examine and critique curriculum guides and textbooks.
18. Set up demonstrations including use of computer lab facilities.
19. Construct study guides, content outlines, and review materials.
20. Construct, administer, proctor, grade, and provide feedback for a variety of student assessments.
21. Discuss test results with students as a group, as individuals, and with parents.
22. Be aware of all of the agencies in the school district and community that provide specialized services for students.
23. Plan daily, weekly, and unit lessons.
24. Develop rubrics for the assessment of student projects.
25. Learn the school and district discipline policies and procedures.
26. Participate in the resolution of disciplinary problems.
27. Help plan a field trip.
28. Plan and guide class discussions.
29. Discuss with the Mentor Teacher and employ a variety of teaching methods.
30. Grade papers in a timely manner and provide appropriate feedback.
31. Analyze sets of homework assignments to make decisions about adjusting instruction.
32. Make a student progress chart.
33. Assist with reporting grades.
34. Write brief narrative reports of student progress.
35. Attend PTA/PTO meetings.
36. Attend faculty meetings.
37. Attend a school board meeting.
38. Attend a professional organization meeting (WEA, IRA, NCTM, etc.).
39. Work with faculty and/or parent committees.
40. Learn school policies: fire drills, accidents, assemblies, dismissals, signing in/out of the building, etc.
41. Make a seating chart.
42. Assist with co-curricular activities.
43. Learn the referral process for students needing help in speech, special education, reading, math, etc.
44. Work with resource teachers in reinforcement of areas such as computer skills, library skills.

45. Participate in parent conferences.

**During the semester, Student Teachers may visit other classrooms, programs, and schools and may need to interview teachers and administrators to meet the required outcomes. Since time away from the classroom must be carefully planned to ensure effective teaching and learning for the students in the classroom(s), Student Teachers will need to schedule closely, and communicate well, with Mentor Teachers to make these arrangements. *Ultimately, it is the responsibility of the Student Teacher to be aware of and meet all evaluation criteria and deadlines.* Student teaching is a full-time job and Student Teachers will be expected to participate in before and after school activities that Mentor Teachers have as part of their regular duties (e.g., staff meetings, parent conferences, professional development workshops, school nights, etc.).

Mentor Teacher Semester Checklist

Before the Student Teacher Arrives

- ___ Review the online mentor modules available at <http://uwyo3.catalog.instructure.com/browse/conted/courses/principles-of-mentoring>
- ___ Participate in the required regional Mentor Teacher/Student Teacher meeting with your Student Teacher.
- ___ Arrange a suitable work space for the Student Teacher.
- ___ Read the relevant sections of the *Student Teaching Handbook*.
- ___ Review the outcomes rubric/student teaching evaluation forms (included in this handbook).
- ___ Clarify questions of responsibility or expectation with the UW Faculty/Supervisor.
- ___ Enter important deadlines on calendars (e.g., midterm due date, final due date, etc.).

Early in the Student Teaching Semester

- ___ Have a conversation with the Student Teacher to ensure that both of you understand evaluation processes, requirements, responsibilities, and deadlines.
- ___ Discuss the outcomes rubric/student teaching evaluation forms (included in this handbook).
- ___ Prepare questions for the UW Faculty/Supervisor visit.
- ___ Develop a tentative semester plan with the Student Teacher, including times to teach required edTPA lessons.
- ___ Clarify and discuss your school calendar, expectations for participation in before/after school activities, and important school district dates.
- ___ Discuss with the Student Teacher any unique needs/situations of children in this class.

Midway through the Semester

- ___ Continue to review the outcomes with the Student Teacher on a regular basis.
- ___ Make notations on the rubric throughout the semester.
- ___ Provide lesson planning support and feedback; facilitate videotaping the selected lesson.
- ___ Debrief the lessons, lesson plans, and written critique with the Student Teacher.
- ___ Inquire as to progress on edTPA and other required assignments.
- ___ Help the Student Teacher schedule a mock interview.
- ___ Complete the midterm evaluation and midterm growth plan with the Student Teacher and provide feedback focused on professional growth and improvement. (Directions will be e-mailed)
- ___ Print a copy of the midterm evaluation and midterm growth plan for your files.

End of the Semester

- ___ Complete the exit evaluation/interview with the Student Teacher (if required).
- ___ Complete the final evaluation with the Student Teacher (record and submit in the online system).

Final Week of Student teaching

- ___ Verify that all loaned teaching materials have been returned.
- ___ Verify that all keys have been returned.
- ___ Collect student grades and/or evaluations.

Student Teachers

Student Teacher Responsibilities

- Review the Student Teaching Handbook.
- Attend the mandatory Student Teacher/Mentor Teacher meeting prior to the beginning of the semester (Methods instructor(s) will know and communicate these dates specific to students' student teaching assignments).
- Be aware of UW College of Education, School of Teacher Education, and Teacher Preparation and Advising Office policies and deadlines.
- Be aware of school district policies and building expectations.
- **ALWAYS** demonstrate professional behavior and dress when interacting in a public school setting (classroom, district office, with parents, teachers' lounge, etc.).
- Do not use cell phone for calls or texting during class time or when on an assigned duty (e.g., bus, recess, lunch, etc.). Also, be aware that social networks are viewed by many different people and that what you put on social media can negatively affect your professional career during student teaching or as you apply for teaching positions.
- Professional expectations are explained more specifically in the *Professional Code of Conduct – Professional Conduct Guide* published by the Professional Teaching Standards Board: <http://wyomingptsb.com/wp-content/uploads/misc/PTSB-Code-of-Conduct.pdf>
- Develop a close association with the Mentor Teacher; take advantage of his/her professional knowledge and experiences.
- Prepare and teach assigned lessons with proficiency. This is your opportunity to demonstrate that you are ready to be a teacher!
- Accompany the Mentor Teacher to faculty, grade level, department, and IEP meetings, as well as other activities in which your Mentor Teacher participates as part of his/her responsibility.
- Be aware of the required outcomes for successful completion of EDSE 4500.(and EDEL 4500 for Art Education Majors)
- Work with your Mentor Teacher to develop a classroom management plan congruent with his/her procedures and expectations.
- Recognize and acknowledge the Mentor Teacher as the ultimate authority within the classroom.
- Respect and follow the order of organizational lines in case of problems: (a) talk with your Mentor Teacher, (b) talk with your UW Faculty/Supervisor, (c) talk with your school principal only after your UW Faculty/Supervisor advises you to do so, and (d) talk with the Associate Director, Field Placements or the Director of the School of Teacher Education.
- Become familiar with the students in your classes and any special needs.
- Adjust to, rather than try to change, the classroom culture supported by the Mentor Teacher.
- Be aware of and sensitive to the values and expectations of the school and the community it serves.

- Model appropriate communication skills by using standard English grammar and language.
- Engage in frequent self-evaluation and accept constructive criticism and suggestions that support your professional and personal growth.
- NEVER embarrass or diminish the dignity of any student, parent, or colleague.
- Work with your Mentor Teacher to become familiar with any required curricula, the faculty handbook, emergency plans, district discipline policies/procedures, and access to instructional materials.
- Maintain confidentiality regarding pupils and other school personnel. This is a professional responsibility, not a social interaction.
- Be in school every day and be there early.
- Understand that you are a guest in this school building, the district, and the community.
- Demonstrate behaviors in ALL settings that reflect your final transition to in-service teaching.

Student Teaching Syllabi and Assignments

Syllabi for all EDSE 4500 Student teaching in Teaching courses will be provided in all Methods classes. Requirements may vary by course section and/or placement site. Student Teachers may be required to complete some or all of the following assignments. See specific EDSE 4500 syllabi for detailed requirements.

- edTPA
- Reflective Journal
- Professional Portfolio (see below)
- Video Reflection
- Belief Matrix (see below)

Belief Matrix

The Belief Matrix includes statements of a variety of individual beliefs. When complete, the Student Teacher has a one-page reflection of who she/he is as a teacher. The matrix is a positive foundation and confidence builder, and an aid in interview situations. The matrix may be included in your professional portfolio (if required).

To develop the matrix:

- Use the sample as a guide. You may or may not choose to use the embedded prompts.
- *Adjust the headings in each box or add additional headings to reflect individual beliefs.*
- List topical descriptors in each box which describe teaching beliefs, valued practices, and personalized statements about who you are as an educator.
- Other headings may include: Me, Professional Development, Current Issues, and/or Personal Philosophy.

<p>Curriculum</p> <ul style="list-style-type: none"> • What is the importance of aligning curriculum with WYCAS standards? • Where are my opportunities to integrate my curriculum with other content areas? 	<p>School as a Community</p> <ul style="list-style-type: none"> • What characteristics contribute to a school being a worthwhile community? • How can I use democracy as a platform to develop community in my classroom? 	<p>Technology</p> <ul style="list-style-type: none"> • What specific technology skills do I currently have? • What examples do I have of using technology to support or enhance instruction in my classroom?
<p>Classroom Management</p> <ul style="list-style-type: none"> • What theoretical foundation grounds my philosophy for classroom management? • What are 5 characteristics of a classroom that is being well-managed for students at XX grade level(s)? 	<p>Assessment</p> <ul style="list-style-type: none"> • Why are both formative and summative assessments important tools for a teacher? • What are 5 characteristics of assessments that I consider for every large unit of instruction? • Is/should assessment in my classroom connected to the School Improvement Plan? 	<p>Instructional Strategies</p> <ul style="list-style-type: none"> • What are 4 different instructional strategies that I have used and why did I make each choice? • What are some fundamental differences between behavioral, cognitivist, and constructivist learning strategies?
<p>Parent Involvement</p> <ul style="list-style-type: none"> • What are two examples of parent involvement that have had positive results for your class or an individual child? • If a parent came to you and wanted to be more involved in their child's education, what suggestions would you give? 	<p>Personal Strengths</p> <ul style="list-style-type: none"> • What personal characteristics do you bring to the profession of teaching that you expect of every teacher? • Why would a school district want to hire you? 	<p>Professional Development</p> <ul style="list-style-type: none"> • What do you expect to be your professional development challenges and opportunities in the first 5 years of your teaching career? • How will you monitor your professional development needs in parallel with licensure requirements and potential changes in licensure requirements?

(Created by S. Perry, K. Von Krosigk, & B. Berube, 2000)

Employment Status During Student Teaching

“The Student Teacher, during his field experience, is an employee of the district...for the purpose of workman’s compensation and liability insurance as provided for other district employees” (The Education Laws of Wyoming Annotated, 2005, Chapter 21-21-104, p. 607).

Substituting, Coaching, and Other Employment During Student Teaching

This policy statement is intended to maximize focus on the educational aspects of the student teaching semester. Additionally, it serves to clarify the criteria and process for the consideration of requests related to opportunities that result in monetary gain paid by a district to a candidate/Student Teacher during the student teaching semester. Candidates, school administrators, Mentor Teachers, clinical faculty, UW Supervisors, UW faculty, and staff in the Teacher Preparation and Advising Office are expected to abide by these policies.

Substituting

There may be occasions when a candidate’s Mentor Teacher is absent, and the candidate may be asked to assume responsibility for the Mentor Teacher’s classroom. Candidates who may be considered for substitute teaching are those students enrolled in EDST 3000, EDEL 4109, 4309, 4409, EDSE 4000, 42XX, and EDEL/EDSE 4500 AND those who also meet these additional criteria:

- Another faculty member (or building administrator) with close physical proximity to the candidate’s classroom assumes supervision of the candidate/Student Teacher
- The candidate has a valid Wyoming substitute permit
- The building principal provides a brief written statement of approval that the candidate provides to the UW Faculty/Supervisor
- The Mentor Teacher recommends the candidate for the substitute responsibility
- The substitute assignment is in the candidate’s assigned classroom
- ***The maximum number of days allowed during one semester is five without seeking written permission for an extended term (see below)***
- The candidate has the prerogative to decline the substitute opportunity

It is the responsibility of the candidate to notify her/his UW Faculty/Supervisor immediately when they accept a substitute assignment, regardless of the length of that assignment.

Request for an extended term as a substitute under extraordinary circumstances:

If emergency circumstances arise and there is no qualified substitute available in the district, the district may apply for an extension beyond the allowable five days under this additional policy:

The building principal must submit a written request for approval to Dr. Alan Buss, Director of the School of Teacher Education, abuss@uwyo.edu. The request must include: (a) the anticipated term of the requested extension, (b) statement of who will assume supervision of the

Student Teacher and how often that supervision will occur, (c) the Student Teacher signature that he/she agrees that they are comfortable with the revised supervision plan, (d) acknowledgement that the “substitute supervisor” is responsible for completing all UW evaluation and observation responsibilities in lieu of the Mentor Teacher until he/she returns, and (e) signature of the building principal verifying district approval of the request.

Such requests should be submitted as much in advance as possible. **All requests are subject to review for approval.** The Director will notify the principal, the candidate, relevant district placement personnel, and the UW Faculty/Supervisor of the approval or denial of the request. **The maximum number of days that will be approved under any condition for any candidate in one semester is 10 total, consecutive or not consecutive.**

In rare cases, a candidate may substitute in other teachers’ classrooms in which they have observed or assisted with classroom instruction. This is not advisable during student teaching because Student Teachers have a time requirement in their assigned classroom that necessitates prioritizing instruction in that classroom. The UW Faculty/Supervisor must be notified immediately if a Student Teacher is asked to substitute in this situation.

Coaching and Other Employment

The Student Teacher is expected to devote total focus and responsibility to teaching during the student teaching semester. This means other college classes, jobs, as well as extracurricular activities that interfere with successful completion of student teaching, are discouraged. There may be occasions when candidates are asked to engage in school-related activities that might constitute employment for a district employee (e.g., coaching, club sponsorship, etc.). The keys to determining appropriate employment are the following: 1) The experience should **DIRECTLY** relate to the student teaching assignment and level, 2) The experience may not involve any time out of the school day and/or consistent obligations that would interfere with the next day’s classroom preparation, 3) The experience may not involve a designated title and/or contract that would put a Student Teacher in conflict between working for the district and the student teaching expectations. This is also a legal issue, 4) The experience may not involve sole responsibility for the students with whom the Student Teacher is working. A designated faculty supervisor must be in the vicinity at all times. Overall, we expect the Student Teachers to be prepared to participate in such school activities as a *volunteer*. No Student Teacher may be engaged in any paid opportunities without a specific request from the district and written approval from the UW Associate Dean, Undergraduate Programs.

Failure to Follow these Policies

The intent of these policies is to find a balance between the unusual circumstances that sometimes befall largely rural school districts and the need to assure a quality, mentored experience for Student Teachers as they prepare to enter the teaching profession. Districts, teachers, and/or Student Teachers who fail to comply with these policies may be sanctioned with a probationary period for future Mentor Teacher assignments or the withholding of the Institutional Recommendation for licensure.

Attendance – Policies and Procedures

- Student Teachers are expected to report when the public school session begins after winter break. It is the student teaching candidate's responsibility to arrive based on the district's schedule. **Student Teachers should check with their Mentor Teachers well in advance to determine the start date for their assigned districts. If there are inservice or other professional activities planned before classes convene, Student Teachers are expected to participate in those activities with their Mentor Teachers. (See the calendar on page 3)**
- Student Teachers observe the school district calendar, not the UW calendar.
- Daily attendance - on time - is expected during student teaching except during illness or an emergency. The UW Faculty Supervisor must be informed of all illnesses and emergencies in a timely fashion.
- University regulations govern student absences during the Student teaching semester.
- When an absence occurs, lesson plans and accompanying materials must be sent to the school/Mentor Teacher prior to the start of the school day (as if candidates are the teacher of record for that classroom preparing for a substitute).
- Student Teachers are allowed up to four sick/personal days during student teaching. Any days beyond that must be made up at the end of the semester.
- Extended absences will be made up according to the timeframe set by the Mentor Teacher and the UW Faculty Supervisor.

Timeline and Checklist for Student Teachers

Before Leaving Campus

- ___ Check WyoWeb/Degree Works for your remaining graduation requirements.
- ___ Request a graduation check from the UW Office of the Registrar.
- ___ Submit intended graduation date to the Office of the Registrar in writing.
- ___ Review this Student Teaching Handbook.
- ___ Register for EDSE 4500 with the instructions provided by the TPAO.

Note: 1) Secondary Graduate Certificate students register for EDSE 4500 for 11 credits and EDCI 5990 for 4 credits.
2) Graduate Certificate K-12 ART students register for EDSE 4500 for 6 credits, EDEL 4500 for 5 credits, and EDCI 5990 for 4 credits.

Early in the Student Teaching Semester

- ___ Review responsibilities and timelines outlined in this handbook.
- ___ Develop a tentative semester plan with the Mentor Teacher and UW Faculty/Supervisor.
- ___ Review the outcomes rubric on a weekly basis and keep your Mentor Teacher up-to-date on areas not yet demonstrated.
- ___ Develop a schedule and a process for making notations on the outcomes rubric.
- ___ Develop a schedule with your Mentor Teacher for regular sharing/feedback discussions.
- ___ Let your UW Faculty/Supervisor know what the schedule is.
- ___ In consultation with your Mentor Teacher, plan for all required edTPA lessons and videotaping.

Midway through the Semester

- ___ Document practice with, or completion of, outcomes (weekly) on the rubric.
- ___ Complete the edTPA and debrief with your UW Supervisor and Mentor Teacher. Add notes from this debriefing to your outcomes rubric.
- ___ Photograph selected lessons and activities that you create (e.g., bulletin boards, student projects, field trips, school-wide activities). [optional]
- ___ Review the job search and licensure process.
- ___ Complete the midterm evaluation and midterm growth plan with your Mentor Teacher no later than week 8.
- ___ K-12 Art candidates: midterm occurs in the 4th week of the semester of the first experience, final evaluation is completed during week 8. The second experience follows the same time frame.
- ___ Make sure your Mentor Teacher has completed the midterm evaluation and midterm growth plan and has submitted this evaluation in the online assessment and data system.
- ___ Complete professional portfolio draft and share the draft with the UW Faculty/Supervisor.
- ___ Schedule mock interview with the principal and the interview team as required for your final evaluation. Consult with your UW Faculty/Supervisor if you have questions about this in preparation for spring job fairs.
- ___ Download licensure applications from the PTSB or other state's licensing agency, and send your Institutional Recommendation (IR) request to the Teacher Preparation and Advising Office.

End of the Semester

- _____ Submit edTPA on or before the deadline dictated by your UW Supervisor.
- _____ Complete all assignments found in the Student teaching syllabi for your content area.
- _____ Complete professional portfolio.
- _____ Complete mock interview.
- _____ Complete exit interview with the Mentor Teacher and/or UW Faculty/Supervisor if required for your final evaluation.
- _____ Review the professional portfolio with the UW Faculty/Supervisor.
- _____ Read and review the Final Student Teaching Evaluation.

Final Week of Student Teaching

- _____ Return borrowed teaching materials, teachers' guides, library/media materials, etc.
- _____ Return keys or other property.
- _____ Leave grades and evaluations for students in your classroom(s) with the mentor teacher.

Partner School Facilitator Roles and Responsibilities

Each Partner School site has a person designated as the Partner School Facilitator. These persons are employed on behalf of the UW College of Education with primary responsibility to serve as a liaison between the CoE Partner School faculty and administration, district administration and faculty, and the UW Teacher Preparation and Advising Office in matters related to the formal partnership agreements.

In general, these personnel support the Wyoming Teacher Education Program (WTEP) in these ways:

- Convene meetings (as appropriate) of the Partner School steering team, sub-groups of the Partner School sites, administration, and others to ensure broad communication.
- Make classroom visits to complement UW faculty visits.
- Act as the “point of contact” for Mentor Teachers and Student Teachers to provide first level mediation and communicate with appropriate CoEd faculty and district administration on all matters.
- Arrange for regular meetings/seminars with Student Teachers at that site as requested by Partner School faculty.
- Collect assessment/evaluation data or other candidate data as requested.
- Prepare newsletters and/or periodic updates that will be shared across the district and the CoEd regarding Partner School activities and accomplishments.
- Be knowledgeable of existing agreements between the district and the CoEd and impartial in interpreting those agreements.
- Be knowledgeable and supportive of the WTEP including the unique aspects of the elementary and secondary education programs.
- Provide support for logistics of all Partner School site activities.

UW Faculty/Supervisor Roles and Responsibilities

The UW Faculty/Supervisor has the responsibility of coordination between the WTEP and the placement school in all matters that involve the UW Student Teacher and the assigned Mentor Teacher. She/he is responsible to the CoEd for the overall success of the student teaching experience and for assignment of course credit upon successful completion of the student teaching by the Student Teacher. In the Partner School settings, the UW Faculty/Supervisor collaborates with the Partner School Facilitator to assure communication across all personnel involved in the mentoring partnership. Additionally, UW faculty supervisors will:

- Clarify university expectations for the roles of the Student Teacher, Mentor Teacher, principal, and UW Faculty/Supervisor as appropriate.
- Support the Student Teacher in completion of edTPA.
- Visit the Mentor Teacher and Student Teacher a minimum of two times for placements in non-Partner School sites. Visits to Partner School site placements will reflect the MOU agreement in each district.
- Create a log of brief written summaries of these observations and conferences with the Student Teacher and/or the mentor (sample included below).
- Review lessons and lesson plans as requested.
- Maintain communication throughout the semester between the Student Teacher, the Mentor Teacher, and the College of Education.
- Assist the Student Teacher in improving skills in any area(s) identified (e.g., planning, classroom management, professional behaviors, schedule conflicts, etc.).
- Answer questions or make referrals in a timely fashion.
- Visit as soon as possible if an emergency arises.
- Review the midterm evaluation, midterm growth plan, final evaluation, and exit interview when received.
- Evaluate the professional portfolio (if required).
- Assign the final grade for the completion of EDSE 4500.

WTEP Visitation Record (Sample)

Student Teacher _____ Time Observed: from _____ to _____

School _____ Subject/Topic _____
Grade(s) _____

I. Type of Contact: ☐ Orientation Conference ☐ Midterm/Final Evaluation
Conference
 ☐ Informal Conference ☐ Exit Interview
 ☐ Classroom Observation ☐ Course Requirement Review
Conference

II. The activities in which the Student Teacher was engaged at this time were:
☐ Large group instruction ☐ Team teaching with Mentor Teacher ☐
Individual tutoring

☐ Small group instruction ☐ Other (please describe)

III. The strengths of the Student Teacher to date seem to be:

IV. Areas in need of improvement or additional development/practice by the Student Teacher to date seem to be:

V. Post-observation conference notes:

VI. Estimate of Student Teacher progress to date:
☐ Standard Progress ☐ Less than Standard ☐ Needs to work toward immediate improvement

Date _____ UW Faculty/Supervisor _____
Mentor Teacher Initials _____ Student Teacher Initials _____

Getting a Job

Praxis II Information

Effective July 2014: Praxis testing requirements for initial licensure to teach in Wyoming have been revised by the Wyoming Professional Teaching Standards Board. Rules and regulations governing add-on endorsements to initial licensure have also been revised. Details about PTSB testing requirements and application forms for licensure and adding endorsements can be found at <http://ptsb.state.wy.us/>.

Must all WTEP Student Teachers take a Praxis exam?

No. Secondary Social Studies and Elementary Education majors must take a Praxis exam for Wyoming licensure.

What exam do I take?

Elementary Education majors are required to take the following Praxis assessments for Wyoming licensure:

Test Name and Number	Required Passing Score	Cost
Elementary Education: Multiple Subjects (5001)		\$170
Subtest: Reading & Language Arts (5002)	157	Cost incurred only on re-test
Subtest: Mathematics (5003)	157	Cost incurred only on re-test
Subtest: Social Studies (5004)	155	Cost incurred only on re-test
Subtest: Science (5005)	159	Cost incurred only on re-test

Secondary Social Studies majors are required to take the following Praxis assessment for Wyoming licensure:

Test Name and Number	Required Passing Score	Cost
Social Studies: Content Knowledge (5081)	158	\$120

Science Education majors are strongly encouraged to take the Praxis II examination for their content areas and to take the Middle School Science Test. See information on the Secondary Education website: www.uwyo.edu/seced.

Recipient Code # to have results reported to the WY PTSB: 8500

How do I prepare?

At *Tests at a Glance* (on the website: www.ets.org/praxis), you can familiarize yourself with the structure and the content of the test. Test preparation books are available by mail or online (see <http://www.ets.org/praxis/prepare/materials> for details).

When should I take the test?

We recommend that you take the exam during Phase III of your program. Consider that there will be lag time of 4 to 6 weeks between taking the exam and the reporting of your score to the WY PTSB. PTSB has final approval for licensure. Tests are administered many times per year and dates are available at http://www.ets.org/praxis/register/centers_dates. You can **register**

for the exam online (see www.ets.org/praxis for details). You can take the exam as many times as you wish.

Where do I take the test?

In Wyoming, tests will be administered in Casper, Cheyenne, and Laramie.

What happens if I don't pass?

You have one year from the date of your application for initial licensure to present a passing score to obtain a Standard WY Teaching Certificate. You may receive (from the PTSB) a one year authorization to work as a teacher based on your teacher preparation program institutional recommendation and/or other current state certificate during that one year period.

Where do I get additional information? University Testing Center (utc@uwyo.edu), PTSB (800-675-6893), or www.ets.org/praxis

Obtaining Teacher Licensure in Wyoming and Other States

As you complete your student teaching semester, you should start thinking about obtaining teacher licensure.

For licensure in Wyoming (through the Professional Teaching Standards Board) for B.A., B.S., and Graduate Certificate licensure students:

1. Complete a brief UW College of Education application for an IR here: <http://tinyurl.com/kpsd6p5>.
2. Download the Professional Teaching Standards Board (PTSB) application form
3. Fill out Section I of the page labeled “Institutional Recommendation” and send it to the Teacher Preparation and Advising Office by fax, mail, or hand. The TPAO is located in Room 100, McWhinnie Hall. The address **is Teacher Preparation and Advising Office, Dept 3374, 1000 E. University Avenue, Laramie, WY 82071** and the fax number is (307) 766-2018.
4. The completed IR will be mailed to you once your degree and date of graduation have been posted to your UW transcript.
5. Send your completed application, the Institutional Recommendation, and any other required documentation, fee(s), etc. as specified in the instructions to the Wyoming Professional Teaching Standards Board.

For licensure in other states:

1. Complete a brief UW College of Education application for an IR here: <http://tinyurl.com/kpsd6p5>.
2. Download the application for teacher licensure from the target state’s Board of Education or licensing agency website.
3. Complete the form as requested and send a copy of the Institutional Recommendation form to the Teacher Preparation and Advising Office, Dept 3374, 1000 E. University Avenue, Laramie, WY 82071.
4. If required for licensure in other states, your official UW transcript can be requested from the Registrar’s Office in Knight Hall, Room 167. The phone number for the Registrar’s Office is (307) 766-5272. Transcripts can also be ordered online from the Registrar’s office: www.uwyo.edu/registrar.
5. If any questions arise regarding the document for out-of-state licensure, you should contact that state’s licensing agency to clarify details.
6. Official transcripts from other colleges or universities you may have attended should be ordered directly from those institutions.

Frequently Asked Questions About Licensure

Should I send the Institutional Recommendation to the TPAO now or should I wait until after graduation?

Applicants can send the form in at any time; we complete them on a first-come, first-served basis, as soon as degrees are posted by the Registrar's Office.

Why can't the Teacher Preparation and Advising Office forward the Institutional Recommendation on to the PTSB? If I include an envelope with postage affixed addressed to PTSB can the Teacher Preparation and Advising Office forward the IR on to the PTSB for me?

The PTSB requires applications to be submitted as a complete package, so this is not possible. Once the graduate has assembled every component required by the PTSB, the student is responsible for sending the document to the PTSB, along with the appropriate fee(s).

On the Institutional Recommendation form in the second box it states please do not write below the line. How do I list what area(s) I am requesting licensure in?

There are two options that can be used to provide this information to the Teacher Preparation and Advising Office:

- Option 1: Provide this information in the online application form (<http://tinyurl.com/kpsd6p5>), so that we can complete your IR appropriately.
- Option 2: Write down the area you are eligible to receive licensure in, including additional endorsements, on the document. Once the document is submitted to the Teacher Preparation and Advising Office it will be retyped before being mailed back to you for submission to the PTSB.

Is there a fee for completing the Institutional Recommendation?

The Teacher Preparation and Advising Office does not charge a fee for completing the Institutional Recommendation. There is a fee for licensure; that should be sent directly to the PTSB or the state agency for your target state.

Who should I contact with my question?

- If you have questions regarding the Institutional Recommendation please call the Teacher Preparation and Advising Office at (307) 766-2230.
- If you have questions about the document as a whole please call the Professional Teaching Standards Board at 1-800-675-6893.
- If you have question about obtaining transcripts or graduation posting, please call the Office of the Registrar at (307) 766-5272.

The Job Search

The University of Wyoming's ACES (Advising, Career, and Exploratory Studies) Center is available to support you in developing through its website: <http://www.uwyo.edu/aces/career-services/index.html> by telephone at (307) 766-2398 or by email at aces@uwyo.edu.

One particularly helpful resource for writing resumes and preparing for career fairs is the ACES's Center e-book: <http://ebook.career-guides.net/default.aspx?cgid=22>

The ACES Center sponsors the UW Teacher Fair, which is an opportunity to interview with many Wyoming school districts, as well as schools from other states and countries. More information about the UW Teacher Fair can also be found on the ACES website.

You should also plan to work with your Mentor Teacher, UW Faculty Supervisor and the Partnership District Facilitator in your school district to develop appropriate resumes and other job search materials. Opportunities might be provided to you to participate in job preparation seminars or mock interviews with school district personnel.

Other websites where you can find helpful information about job postings are listed below.

www.teacher-teacher.com: Website description: "Teachers-Teachers is a free service designed to help educators find new and exciting teaching jobs, administrative jobs and other related service positions. The service is easy-to-use and helps you efficiently find teaching jobs by position area and location."

<http://www.wsba-wy.org/vacancies.aspx>: The Wyoming School Boards Association provides listing of school district openings in Wyoming.

Individual school districts also provide information about job openings on their websites.

Secondary Student Teaching Evaluation Rubrics

Midterm and final student teaching evaluation rubrics can be found for content areas as shown below.

1. Agriculture, Career & Technical Education, Social Studies, and K-12 Art	29
2. English	41
3. Mathematics.....	53
4. Science.....	65
5. Modern Languages.....	79

Agriculture, Career and Technical Education, Social Studies and K-12 Art

Student Teaching Evaluation Forms: Social Studies, Agriculture, Career and Technical Education and K-12 Art

Rubric for Outcomes Documentation:

The rubric lists the outcomes that the Student Teacher must fulfill to successfully complete the student teaching semester. Each outcome has a description of behaviors indicating the levels of performance. Please use this rubric to document observations. It will be submitted with the final evaluation form.

We understand there should be growth over the semester. It is anticipated that the midterm evaluation will identify areas in which the student can show growth. Therefore, at the midterm evaluation point, it is normal to have both B's (basic) and P's (proficient).

- The Mentor Teacher and the Student Teacher use the blank spaces for notations throughout the semester to document work on the required outcomes.
- Notations from both rubrics are to be used to complete the midterm and the final evaluations.
- The rubric is to be available to the UW Faculty/Supervisor when that individual visits the school and sent to the UW Faculty/Supervisor at the end of the semester.
- The Student Teacher must complete all outcomes with a P (proficient) or D (distinguished) rating and no more than three B (basic) ratings for successful completion of the Student teaching.
- Both midterm and final evaluations will be submitted online.

You can download the rubric from this website. The squares are expandable on the word document. Please save the rubric to a disk or computer hard drive so that you can add notes throughout the semester. Rubric: http://www.uwyo.edu/ted/student_teaching/rubrics.html

If you have questions about the forms or the requirements for evaluation during Student teaching, please contact you Partner School Facilitator or UW Faculty/Supervisor directly.

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
1. Knows and models professional ethics and behavior (CoEd 3.4, 5.3)	* does not comply with school policies re: absences, dress, tardies, meetings, etc. * demonstrates prejudice toward individuals or groups * takes an authoritarian stance with individual and classroom interactions	* incomplete knowledge of school policies * displays minimally appropriate professional behavior * does not demonstrate equitable treatment of all students * does not actively cultivate sense of democratic classroom community	* complies with school policies * attends required meetings * displays appropriate behaviors * accepts constructive criticism * demonstrates respect for each student * cultivates sense of democratic classroom community	* meets all proficient level expectations * classroom demonstrates democratic ideals * students are actively engaged in critical inquiry and practices related to social justice
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
2. Effective work with diverse learners (CoEd 3.3, 5.1, 5.4, 7.3, 8.3)	* makes no adjustments for individual needs of diverse learners in terms of materials, planning, instruction, management, and assessments	* makes some adjustments for individual needs of diverse learners in terms of materials, planning, instruction, management, and assessments	* makes appropriate adjustments for individual needs of diverse learners in terms of materials, planning, instruction, behavior management, and assessments	* meets all proficient level expectations * collaborates with school and community personnel in order to accommodate diverse learners in terms of materials, planning, instruction, management, and assessment
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
3. Positive and effective classroom management (CoEd 3.4, 5.1, 7.3)	Environment: * does not address physical aspects of classroom (i.e. seating, lighting, temperature, bulletin boards, etc.) Teaching: * inadequate planning, goal setting, and ability to establish realistically	Environment: * adjusts physical room environment only when Mentor Teacher asks Teaching: * sporadically demonstrates thoughtful planning, ability to set goals and achieve them, and convey realistically	Environment: * demonstrates understanding of correlation between physical environment and student learning * consistently demonstrates thoughtful planning, ability to set and achieve goals, and	* meets all proficient level expectations Environment: * takes initiative to see that the classroom provides a nurturing and safe learning environment for all students Teaching:

	<p>high expectations for learners</p> <ul style="list-style-type: none"> * ineffective use of materials, transitions, and positive attitude * poor directions/procedures resulting in frequent learner time off task <p>Behavior:</p> <ul style="list-style-type: none"> * inappropriate responses to behavior that result in frequent interruptions * uses sarcasm, negative reinforcement, and rewards inappropriately 	<p>high expectations for the learners</p> <ul style="list-style-type: none"> * inconsistent effective use of materials, transitions, and positive attitude <p>Behavior:</p> <ul style="list-style-type: none"> * beginning to respond appropriately to behavior, reducing disruptions * uses limited sarcasm and uses positive rewards and reinforcements inconsistently 	<p>conveys realistically high expectations for all learners</p> <p>Teaching:</p> <ul style="list-style-type: none"> * consistently demonstrates appropriate use of materials, effective transitions strategies and positive attitude * non-instructional duties (attendance, lunch count, etc.) are attended to while learners become engaged with academic tasks * directions and procedures are consistently clear and concise, resulting and concentrating learner time on task <p>Behavior:</p> <ul style="list-style-type: none"> * consistently demonstrates ability to respond appropriately to a variety of learner behaviors resulting in few class disruptions * consistently uses positive reinforcements and rewards for all learners 	<ul style="list-style-type: none"> * independently plans and implements comprehensive lessons for most effective learner time on task * learner motivation and monitoring are built into plans as well as regular classroom expectations <p>Behavior:</p> <ul style="list-style-type: none"> * actively employs creative ways to promote learning and self discipline
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
4. Content-Specific Pedagogy (CoEd 1.6)	<p>*does not create opportunities and experiences for students to connect to the discipline in a meaningful way</p> <ul style="list-style-type: none"> * plans using only published teacher guides * uses only whole class lecture and assessment 	<p>* creates minimal opportunities/experiences for students to connect to the discipline in a meaningful way</p> <ul style="list-style-type: none"> * consistently depends on Mentor Teacher for ideas * needs frequent guidance for preparation and implementation of 	<p>* creates frequent opportunities/experiences for students to connect to the discipline in a meaningful way</p> <ul style="list-style-type: none"> * standards, benchmarks, assessments, and enrichment for learning and reflected in lesson plans * encourages critical thinking 	<p>* meets all proficient level expectations</p> <ul style="list-style-type: none"> * creates consistent opportunities/experiences for students to connect to the discipline in a meaningful way * independently implements a variety of theories and strategies * creates assessment documents which reflect learning

	* uses assessment only for grading purposes	lessons and instructional strategies * has problems transferring knowledge to students	* responds to suggestions from Mentor Teacher and shows ongoing growth * appropriate use of assessment and materials * shows independence in using multiple teaching strategies * works as a facilitator for learning * brings understanding of content knowledge discipline to team collaboration	* works as a facilitator for learning beyond expectations
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
5. Adequate content knowledge in teaching field and an ability to gather additional content and/or resources as needed (CoEd 1.4, 1.6)	* consistently makes content errors * does not correct content errors of students or self	* draws on basic content knowledge only * demonstrates little incentive to gather additional and/or supplemental content material	* demonstrates strong content knowledge * makes connections between content and other disciplines and within the discipline * gathers additional content as needed	* meets all proficient level expectations * takes initiative consistently to select content that goes beyond traditional texts * challenges students to think critically as they explore ways to connect content to other disciplines
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
6. Alignment of instructional strategies and assessment with standards and the needs of the learner (CoEd 1.6, 4.1, 4.2, 7.1, 7.2, 7.3)	* uses only prepared teacher guide plans * lesson plans are incomplete and/or untimely * assessment for grading purposes only * no apparent connection between planning and standards, benchmarks, and assessments	* plans for the short term only * plans are ready on time * unable to reflect on the reason for classroom events and solutions for improvement * plans reflect some standards, benchmarks, and assessments	* plans reflect standards, benchmarks, and assessments * reflects on lesson and implements changes based on reflections * independent preparation requires little input from Mentor	* meets all proficient level expectations * short term plans are consistently tied to long term goals * embeds supplemental materials to accomplish meaningful instruction * skillfully manages time for correctives and enrichments

			<ul style="list-style-type: none"> * cooperative teaching for benefit of learner occurs as needed * open communication that promotes creative planning * assessment informs instruction and planning * chooses appropriate supplementary materials 	<ul style="list-style-type: none"> * assessment, planning and instruction are seamless
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
7. Sensitivity to school, community, and world cultural diversity (CoEd 3.4, 5.1, 5.2)	<ul style="list-style-type: none"> * displays no awareness of cultural diversity with respect to culture, school or community through educational input 	<ul style="list-style-type: none"> * identifies needs of some students due to cultural differences * school, community, cultures are seldom addressed * shows awareness of cultural differences but is reluctant to intervene in problematic interactions (i.e., bullies, harassment, etc.) 	<ul style="list-style-type: none"> * provides multiculturalism, informs lessons and supports * demonstrates awareness of diversity or learners' social, emotional, physical needs * respects confidentiality * addresses awareness of school, community, and world cultures * shows awareness of cultural differences in the classroom and takes appropriate actions as needed 	<ul style="list-style-type: none"> * meets all proficient level expectations * models sensitivity to cultural differences * seeks to increase own base of knowledge with respect to school, community, world cultures
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
8. Consideration of legal rights and responsibilities and safety rules and emergency situations (CoEd 10.2)	<ul style="list-style-type: none"> * displays no knowledge of legal rights and/or safety rules * relies on Mentor to deal with emergency situations 	<ul style="list-style-type: none"> * has a copy of legal rights and safety rules but inappropriately implements them or doesn't understand them 	<ul style="list-style-type: none"> * acts upon legal rights and responsibilities and follows safety rules * demonstrates respect for legal rights of others 	<ul style="list-style-type: none"> * meets all proficient level expectations * attends policy meetings offered by the school district * seeks further knowledge of learner's

		* has a basic respect of most legal rights and safety rules but needs occasional reminders * participates when dealing with emergency situations, but dependent on Mentor	* seeks information when necessary * can identify an emergency situation as defined by school policy and acts appropriately	health, family, or community
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
9. Appropriate use of school and community resources (CoEd 7.4, 9.2)	* seeks no outside human or physical resources which would enhance learning	* poor or no follow through in actively involving outside resources	* includes use of outside human resources in lesson planning (i.e. other teachers, technology specialists, librarians, etc.) * researches/uses outside physical resources in lesson planning and teaching (i.e., videos, library books, internet uses, etc.)	* meets all proficient level expectations * implements the use of human and physical resources effectively * involves students in project research and development using human and physical resources
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
10. Appropriate application of knowledge of human growth and development (CoEd 4.2)	* uses developmentally inappropriate activities and/or assignments * does not plan appropriate activities and/or assignments for diverse learners	* uses developmentally appropriate activities and/or assignments * plans appropriate activities and assignments for diverse learners only in consultation with Mentor	* uses developmentally appropriate planning and teaching to accommodate diverse learners * uses developmentally appropriate planning and teaching to accommodate the cognitive and interest level of the learners	* meets all proficient level expectations * involves students in planning and implementing ideas appropriate to the needs of the learners * provides rich opportunities for students to gain deep understandings
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
11. Effective oral and written communication skills of the Student Teacher (CoEd 6.2, 6.4)	<ul style="list-style-type: none"> * uses language that contains grammatical and/or spelling errors, illegible and/or inappropriate for the class level * speech is inaudible and/or contains grammatical errors * incorporates little classroom discussion and questioning techniques 	<ul style="list-style-type: none"> * written language is generally correct and appropriate to class level * occasional errors are not corrected or corrected only when asked * speech is clear and generally grammatically correct * uses low level questions during class discussions 	<ul style="list-style-type: none"> * clear, grammatically correct written language spelled correctly, informally and formally * clear, grammatically correct use of oral language * uses high level questioning techniques during class discussions 	<ul style="list-style-type: none"> * meets all expectations at the proficient level * uses multiple written and oral strategies to challenge students and stimulate their language development * guides students to form high level questions
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
12. Appropriate use of technology (CoEd 6.5)	<ul style="list-style-type: none"> * Unable to select and implement appropriate technology in planning, instruction, and assessment 	<ul style="list-style-type: none"> * Occasionally selects and implements appropriate technology in planning, instruction, and assessment 	<ul style="list-style-type: none"> * Frequently selects and implements a variety of technology in planning, instruction, and assessment 	<ul style="list-style-type: none"> * Meets all proficient criteria * Encourages students to experiment with appropriate technology
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
13. Works effectively in a variety of ways with parents/guardian; Assists with evaluations and reports (e.g., report cards) (CoEd 8.3)	<ul style="list-style-type: none"> * does not contact parents or guardians * displays a lack of empathy for parental concerns * depends entirely on Mentor for evaluation input * does not record student progress 	<ul style="list-style-type: none"> * Needs guidance and suggestions from Mentor on how to talk with parents/guardians * makes minimal parent/guardian contact * demonstrates limited ability to emphasize with parental concerns * scores and records papers and written work, not always in a timely manner * does limited assessment of instructional goals 	<ul style="list-style-type: none"> * teams with Mentor for guided experience when working with parents (i.e. conferences, telephone calls) * responds to parental concerns professionally and with sensitivity in consultation with Mentor * assesses instructional goals consistently 	<ul style="list-style-type: none"> * meets all proficient level expectations * independently handles positive parent contacts * seeks guidance from Mentor with difficult parent problems * conveys sincere caring and willingness to listen to parents/guardians and engages in open communication * understands timely scores and records as a way to involve

			<ul style="list-style-type: none"> * gathers assessment data and with minimal guidance from Mentor * scores and records student work accurately and in a timely manner * assists with evaluations, report cards, etc. 	parents in student achievement
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
14. Participates in the professional life of the school and/or district; Demonstrates knowledge of the school improvement plan and demonstrates competence in collaborating in school improvement activities (CoEd 10.1)	<ul style="list-style-type: none"> * avoids becoming involved in school or district programs, project, or events * does not participate in meetings, etc. or participates inappropriately * shows lack of knowledge of school improvement plan * does not become involved with school improvement activities 	<ul style="list-style-type: none"> * participates when specifically asked with an appropriate level of participation * demonstrates little or no desire to participate in outside programs or expansion of knowledge * seeks information concerning school improvement plan * minimal involvement, if any, with school improvement activities 	<ul style="list-style-type: none"> * participates in meetings such as department, school-wide faculty meetings, interdisciplinary team meetings and contributes as necessary and appropriate * demonstrates knowledge of school improvement plan * observes teachers other than the Mentor * participates in school improvement activities as appropriate * volunteer for at least one extra-curricular school activity (e.g., chaperone, club meeting, score-keeping, etc.) 	<ul style="list-style-type: none"> * meets all proficient level expectations * uses outside class time to participate in additional programs and/or professional development
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
15. Demonstrates competence in continuing as a professional educator by using self-assessment, self-reflection,	<ul style="list-style-type: none"> * does not appear open to new ideas or programs * does not accept constructive criticism or suggestions for 	<ul style="list-style-type: none"> * does not take initiative to develop or become better prepared as a professional * attends only required meetings 	<ul style="list-style-type: none"> * is open to suggestions for professional development * seeks guidance of ways to continue 	<ul style="list-style-type: none"> * meets all proficient level expectations * actively seeks professional development * demonstrates leadership qualities by

and/or inquiry techniques (CoEd 5.5, 9.1)	development as a professional educator * does not reflect on growth or methods of improvement * does not reflect on teaching * does not adjust lessons based on feedback	* shows little effort to improve through self reflections * has little or no dialogue with Mentor related to improvement of teaching * some adjustment of lessons based on feedback	developing as a professional educator * attends in-service workshops, conferences, trainings, etc. that will provide additional development as an educator * dialogues with Mentor for self reflection and evaluation * effort made to use reflective information to improve as an educator * adjusts lessons to show growth that is based on reflection of feedback	offering to share information from attending a meeting/workshop in professional settings * independent critical analysis of lesson for strengths and weaknesses through self reflection and feedback * shares reflections and coordinates with Mentor for most effective input into improvement of lessons and teaching
Notations				
Midterm:				
Final:				

Student teaching Midterm & Final Evaluation— Social Studies, Agriculture, Technical Education and K-12 Art

Secondary Education
Dept. 3374
1000 E. University Ave.
Laramie, WY 82071
(307) 766-3275

Student Teacher's Name _____

Teaching Area _____

Please mark one:

MIDTERM _____

FINAL _____

Mentor Teacher, please respond to each of the competencies with the appropriate rating, based on the rubric notations and your observations of this Student Teacher. Comment on partial completion of outcomes to accurately represent the Student Teacher's progress.

-
1. Professional behavior and ethical conduct _____
 2. Effective work with diverse learners _____
 3. Positive and effective classroom climate _____
 4. Content-specific pedagogy with standards and learner's need _____
 5. Adequate content knowledge in teaching field and ability to gather additional content and/or resources as needed _____
 6. Alignment of instructional practices and assessment _____
 7. Sensitivity to school, community, global cultures _____
 8. Consideration of legal and safety rules and emergency situations _____
 9. Appropriate use of school and community resources _____
 10. Appropriate application of knowledge of human growth and development _____
 11. Effective oral and written communication skills _____
 12. Appropriate use of technology _____
 13. Working effectively in a variety of ways with parents _____
 14. Participating in the professional life of school and/or district _____
 15. Demonstrates competence in continuing development as a professional educator, and self-assessment and inquiry _____

Narrative Statement: Please write a narrative statement describing this person's competence as a pre-professional teacher based on your observations and professional judgment to date. Attach an additional (or separate) page if necessary.

Location of Student teaching: School _____
City, State _____

Final evaluation is entered in an online assessment system. Signatures only needed in special circumstances when a physical evaluation is requested.

Completed by:	_____	Date _____
	Signature of Mentor Teacher	
	_____	Date _____
	Signature of Student Teacher	

Received by:	_____	Date _____
	Signature of UW Faculty/Supervisor	

English

Student Teaching Evaluation Forms: English

Rubric for Outcomes Documentation:

The rubric lists the outcomes that the Student Teacher must fulfill to successfully complete the student teaching semester. Each outcome has a description of behaviors indicating the levels of performance. Please use this rubric to document observations.

We understand there should be growth over the semester. It is anticipated that the midterm evaluation will identify areas in which the Student Teacher can show growth. Therefore, at the midterm evaluation point, it is normal to have both B's (basic) and P's (proficient).

- The Mentor Teacher and the Student Teacher use the blank spaces for notations throughout the semester to document work on the required outcomes.
- Notations from both rubrics are to be used to complete the midterm and the final evaluations.
- The rubric is to be available to the UW Faculty/Supervisor when that individual visits the school and submitted via an online assessment system at the midterm and at the end of the semester.
- The Student Teacher must complete all outcomes with a P (proficient) or D (distinguished) rating and no more than three B (basic) ratings for items 1-15.

You can download the rubric from this website. The squares are expandable on the word document. Please save the rubric to a disk or computer hard drive so that you can add notes throughout the semester. Rubric: <http://www.uwyo.edu/ted/residency/rubrics.html>

Student teaching Semester Evaluation Rubric
English Education Majors
EDSE 4500, Spring Semester

The College of Education at the University of Wyoming uses a four-level rubric as a means of providing concrete feedback to candidates. Alignment among NCATE/NCTE rubric levels and those used by the College of Education are as follows: *Distinguished* aligns with *Target*; an overall ranking of *Proficient* aligns with *Acceptable*; *Unsatisfactory* aligns with *Unacceptable*. This rubric is used for both mid-term and final evaluations. The mid-term evaluation, carried out at the halfway point of the student teaching semester, should give Student Teachers feedback on their performance; this feedback should be used by Student Teachers to improve their performance. In order to be successful on the final evaluation using this rubric, Student Teachers must receive at least an overall *Proficient* level, which is defined as follows: no scores of *Unsatisfactory*; *Basic* scores may be received on **only** the following categories: 10 and 11. All other categories must receive at least a score of *Proficient*.

	<i>Unsatisfactory (U)</i>	<i>Basic (B)</i>	<i>Proficient (P)</i>	<i>Distinguished (D)</i>
1. Professionalism and reflective practice COE 3.4, 5.3, 5.5, 9.1, 10.1 NCTE Standard 2.3	Candidate seldom complies with school policies, attends required meetings, displays appropriate behaviors, accepts constructive criticism, demonstrates respect for each student, and cultivates a democratic classroom community. Candidate seldom participates in appropriate school improvement activities. Candidate seldom demonstrates reflective practice, involvement in professional organizations, and collaboration with both faculty and other candidates.	Candidate occasionally complies with school policies, attends required meetings, displays appropriate behaviors, accepts constructive criticism, demonstrates respect for each student, and cultivates a democratic classroom community. Candidate occasionally participates in appropriate school improvement activities. Candidate occasionally demonstrates reflective practice, involvement in professional organizations, and collaboration with both faculty and other candidates.	Candidate frequently complies with school policies, attends required meetings, displays appropriate behaviors, accepts constructive criticism, demonstrates respect for each student, and cultivates a democratic classroom community. Candidate frequently participates in appropriate school improvement activities. Candidate frequently demonstrates reflective practice, involvement in professional organizations, and collaboration with both faculty and other candidates.	Candidate consistently complies with school policies, attends required meetings, displays appropriate behaviors, accepts constructive criticism, demonstrates respect for each student, and cultivates a democratic classroom community. Candidate consistently participates in appropriate school improvement activities. Candidate demonstrates reflective practice, involvement in professional organizations, and collaboration with both faculty and other candidates. Candidate uses the results of reflective practice to design a plan for professional development.
Notations				
Midterm:				

Final:				
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2. Cultural diversity and work with diverse learners COE 3.3, 5.1, 5.4, 7.3 <i>NCTE Standard 2.2, 4.4</i>	Candidate shows no ability to create and sustain learning environments that promote respect for, and support of, individual differences of ethnicity, race, language, culture, gender, and ability. Candidate shows no evidence for using ELA to helping their students to become familiar with their own and others' cultures.	Candidate shows limited ability to create and sustain learning environments that promote respect for, and support of, individual differences of ethnicity, race, language, culture, gender, and ability. Candidate occasionally uses ELA to help their students become familiar with their own and others' cultures.	Candidate shows ability to create and sustain learning environments that promote respect for, and support of, individual differences of ethnicity, race, language, culture, gender, and ability. Candidate frequently uses ELA to help their students become familiar with their own and others' cultures.	Candidate shows ability to create opportunities for students to analyze how social context affects language and to monitor their own language use and behavior in terms of demonstrating respect for individual differences of ethnicity, race, language, culture, gender, and ability. Candidate uses ELA extensively and creatively to help their students become more familiar with their own and others' cultures.
Notations				
Midterm:				
Final:				

3. Classroom community COE 3.4, 5.1, 7.3 <i>NCTE Standard 2.1, 4.2</i>	Candidate shows no evidence of ability to create an inclusive and supportive literate classroom community and no ability to design instruction to meet the needs of all students and provide for students' progress and success.	Candidate demonstrates limited ability to create an inclusive and supportive literate classroom community, and limited ability to design instruction to meet the needs of all students and provide for students' progress and success.	Candidate demonstrates ability to create an inclusive and supportive literate classroom community, using whole-class, small group, and individual work that is aligned with goals and teaching strategies.	Candidate takes initiative to see that the classroom provides an inclusive and supportive literate classroom community, using effective classroom management strategies and providing students with opportunities for feedback and reflection. Candidate actively employs creative ways to promote learning and self-discipline.
Notations				

Midterm:				
Final:				

4. ELA pedagogy, research, and theory <i>COE 1.1, 1.2, 1.3, 1.4, 1.5, 1.6</i> <i>NCTE Standard 4.1, 3.7.1, 2.4</i>	Candidate shows no evidence of ability to examine and select resources for instruction such as textbooks, other print materials, videos, films, recordings, and software, appropriate for supporting the teaching of ELA. Candidate seems unaware of major sources of research and theory related to English language arts, and so fails to use them to support teaching decisions. Candidate demonstrates inadequate planning, goal setting, and ability to establish realistically high expectations for learners. Candidate seldom uses practices designed to assist students in developing habits of critical thinking and judgment.	Candidate shows some ability to examine and select resources for instruction such as textbooks, other print materials, videos, films, recordings, and software, appropriate for supporting the teaching of ELA. Candidate occasionally uses major sources of research and theory related to English language arts to support teaching decisions. Candidate sporadically demonstrates thoughtful planning, ability to set goals and achieve them, and realistically high expectations for learners. Candidate occasionally uses practices designed to assist students in developing habits of critical thinking and judgment.	Candidate frequently examines and selects resources for instruction such as textbooks, other print materials, videos, films, recordings, and software, appropriate for supporting the teaching of ELA. Candidate frequently uses major sources of research and theory related to English language arts to support teaching decisions, consistently demonstrates thoughtful planning, ability to set and achieve goals, conveys realistically high expectations for all learners. Candidate frequently uses practices designed to assist students in developing habits of critical thinking and judgment.	Candidate selects or creates instructional materials that are consistent with what is known about student learning in ELA. Candidate reflects on teaching performances in light of research on, and theories of, how students compose and respond to text and makes adjustments in teaching as appropriate. Candidate independently plans and implements comprehensive lessons; learner motivation and monitoring are built into plans. Candidate designs and implements instruction and assessment that assist students in developing habits of critical thinking.
Notations				
Midterm:				
Final:				

5. Discussion and language use <i>COE 1.1, 1.2, 1.3, 1.4, 1.5, 1.6</i> <i>NCTE Standard 4.5, 4.7</i>	Candidate shows no ability to engage students in meaningful discussions for the purposes of interpreting and evaluating ideas	Candidate shows limited ability to engage students in meaningful discussions for the purposes of interpreting and evaluating ideas	Candidate frequently engages students in meaningful discussions for the purposes of interpreting and evaluating ideas	Candidate assists students in discussion and dialogue by making explicit for all students the speech and related behaviors
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	presented through oral, written, and/or visual forms. Candidate demonstrates infrequent use of instruction that promotes understanding of varied uses and purposes for language in communication.	presented through oral, written, and/or visual forms. Candidate occasionally engages students in learning experiences that emphasize varied uses and purposes for language in communication.	presented through oral, written, and/or visual forms. Candidate frequently engages students in learning experiences that emphasize varied uses and purposes for language in communication.	appropriate for conversing about ideas presented through oral, written, and/or visual forms. Candidate integrates throughout instruction opportunities for students to demonstrate their abilities to use language for a variety of purposes in communication.
Notations				
Midterm:				
Final:				

6. Response and reading instruction <i>COE 1.1, 1.2, 1.3, 1.4, 1.5, 1.6</i> <i>NCTE Standard 4.8, 4.9</i>	Candidate demonstrates poor ability to engage students in making meaning of texts through personal response. Candidate demonstrates poor ability to assist students to select appropriate reading strategies that permit access to, and understanding of, a wide range of print and nonprint texts.	Candidate occasionally engages students in making meaning of texts through personal response. Candidate demonstrates that some students can select appropriate reading strategies that permit access to, and understanding of, a wide range of print and nonprint texts.	Candidate frequently engages students in making meaning of texts through personal response. Candidate demonstrates that most students can select appropriate reading strategies that permit access to, and understanding of, a wide range of print and nonprint texts.	Candidate engages students in discovering personal responses to texts and ways to connect such responses to other larger meanings and critical stances. Candidate demonstrates flexible comprehension strategies for making and monitoring meaning in both print and nonprint texts and teaches a wide variety of such strategies to all students.
Notations				
Midterm:				
Final:				

7. Interdisciplinarity and integration <i>COE 1.1, 1.2, 1.3, 1.4, 1.5, 1.6</i> <i>NCTE Standard 2.5, 2.6</i>	Candidate shows a lack of understanding of how the ELA curriculum, teachers, students, and education in	Candidate shows some ability to assist students in making meaningful connections between the ELA curriculum and	Candidate frequently assists students in making meaningful connections between the ELA curriculum and	Candidate consistently assists students in making meaningful and creative connections between the ELA
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	general are influenced by culture, social events, and issues. Candidate demonstrates little evidence of promoting the arts and humanities in the learning of their students.	developments in culture, society, and education. Candidate shows some ability to engage students in activities that demonstrate the role of arts and humanities in learning.	developments in culture, society, and education. Candidate frequently engages students in activities that demonstrate the role of arts and humanities in learning.	curriculum and developments in culture, society, and education. Candidate plans and carries out frequent and extended learning experiences that integrate arts and humanities into daily learning.
Notations				
Midterm:				
Final:				

8. Print and nonprint media and technology <i>COE 6.5</i> <i>NCTE Standard 3.6.1, 3.6.2, 3.6.3, 4.6</i>	Candidate exhibits a lack of understanding of media's influence on constructions of a text's meaning, shows no ability to construct meaning from media and nonprint texts, and demonstrates limited knowledge of how to incorporate technology and print/nonprint media into instruction. Candidate shows limited ability to enable students to respond critically to different media and communications technologies.	Candidate shows little understanding of media's influence on constructions of a text's meaning, shows little ability to construct meaning from media and nonprint texts, and to assist students in learning these processes; seldom incorporates technology and print/nonprint media into their own work and instruction. Candidate seldom engages students in critical analysis of different media and communications technologies.	Candidate understands how media can influence constructions of a text's meaning, shows an ability to construct meaning from media and nonprint texts, and to assist students in learning these processes. Candidate frequently incorporates technology and print/nonprint media into instruction and frequently engages students in critical analysis of different media and communications technologies.	Candidate understands media's influence on people's actions and communication, and that knowledge is reflected in candidate's instruction, by teaching students to construct meaning from media and nonprint texts; helping students compose and respond to film, video, graphic, photographic, audio and multimedia texts; using current technology to enhance students' learning; and engaging students in critical analysis of different media and communications technologies.
Notations				
Midterm:				
Final:				

9. Assessment <i>COE 1.6, 4.1, 4.2, 7.1, 7.2, 7.3</i>	Candidate fails to use both formal and informal assessment activities and	Candidate shows limited ability to integrate assessment into	Candidate frequently integrates assessment into instruction by using	Candidate consistently integrates assessment into
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<i>NCTE Standard 4.10</i>	instruments to evaluate student work. Candidate fails to employ a variety of means to interpret and report assessment methods and results to students, administrators, parents, and others.	instruction by using formal and informal assessment activities and instruments to evaluate processes and products. Candidate seldom creates opportunities to interpret and report assessment methods and results to students, parents, administrators, and other audiences.	a variety of formal and informal assessment activities and instruments to evaluate processes and products. Candidate frequently creates regular opportunities to use a variety of ways to interpret and report assessment methods and results to students, parents, administrators, and other audiences.	instruction by using assessment strategies that allow all students to understand what they know and can do; interpreting the individual and group results of assessments and using this interpretation to inform instruction; assisting all students in becoming monitors of their own work and growth in speaking, listening, writing, reading, enacting, and viewing; and explaining to students, parents, and others concerned with education how students are assessed.
Notations				
Midterm:				
Final:				

10. Legal rights and responsibilities, safety rules, and emergency situations <i>COE 10.2</i>	Candidate displays no knowledge of legal rights and/or safety rules; candidate would be forced to rely on Mentor to handle emergency situations.	Candidate has a copy of legal rights and safety rules but inappropriately implements them or doesn't understand them. Candidate has a basic respect of most legal rights and safety rules but needs occasional reminders. Candidate could participate in an emergency situation, but would still be dependent on Mentor.	Candidate acts upon legal rights and responsibilities and follows safety rules, demonstrates respect for legal rights of others, seeks information when necessary, can identify an emergency situation as defined by school policy, and knows enough to act appropriately and independently.	Candidate acts upon legal rights and responsibilities and follows safety rules, demonstrates respect for legal rights of others, seeks information when necessary, can identify an emergency situation as defined by school policy, and knows enough to act appropriately and independently. Candidate attends policy meetings offered by the school district.
Notations				

Midterm:				
Final:				

11. Use of school and community resources <i>COE 7.4, 9.2</i>	Candidate seldom or never includes use of outside human resources (i.e. other teachers, technology specialists, librarians, etc.) and physical resources (i.e. videos, library books, internet uses, etc.) in lesson planning.	Candidate occasionally includes use of outside human resources (i.e. other teachers, technology specialists, librarians, etc.) and physical resources (i.e. videos, library books, internet uses, etc.) in lesson planning.	Candidate consistently includes use of outside human resources (i.e. other teachers, technology specialists, librarians, etc.) and physical resources (i.e. videos, library books, internet uses, etc.) in lesson planning and implements the use of human and physical resources effectively.	Candidate includes use of outside human resources (i.e. other teachers, technology specialists, librarians, etc.) and physical resources (i.e. videos, library books, internet uses, etc.) in lesson planning, implements the use of human and physical resources effectively, and involves students in project research and development using human and physical resources.
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Notations

Midterm:				
Final:				

12. Working with parents/guardians <i>COE 8.3</i>	Candidate does not contact parents or guardians, displays a lack of empathy for parental concerns.	Candidate needs guidance and suggestions from Mentor on how to talk with parents, makes minimal parent/guardian contact, and demonstrates limited ability to empathize with parental concerns.	Candidate teams with Mentor for guided experience when working with parents, and responds to parental concerns professionally and with sensitivity.	Candidate independently handles positive parent contacts, conveys sincere caring and willingness to listen to parents/guardians and engages in open communication.
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Notations

Midterm:				
Final:				

13. Knowledge of human growth and development <i>COE 4.2</i>	Candidate uses developmentally inappropriate activities and/or	Candidate uses developmentally appropriate activities and/or assignments	Candidate independently uses developmentally appropriate planning and teaching to	Candidate independently uses developmentally appropriate planning and teaching to
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	assignments for diverse learners.	only in consultation with Mentor.	accommodate diverse learners' cognitive and interest levels.	accommodate diverse learners' cognitive and interest levels, involves students in planning and implementing ideas, and provides rich opportunities for students to gain deep understandings.
Notations				
Midterm:				
Final:				

14. Oral and written communication skills <i>COE 6.2, 6.4</i>	Candidate consistently uses language that is unclear, nonstandard, illegible and/or inappropriate for the class level. Candidate's speech is inaudible and/or nonstandard.	Candidate's use of language is inconsistent, with occasional lapses into language that is unclear, nonstandard, illegible and/or inappropriate for the class level.	Candidate consistently uses clear, grammatically standard written and oral language, both informally and formally.	Candidate consistently uses clear, grammatically standard written and oral language, both informally and formally. In addition, candidate uses multiple written and oral strategies to challenge students and stimulate their language development
Notations				
Midterm:				
Final:				

Narrative Statement: The Mentor Teacher should also attach a narrative statement describing this person's competence as a beginning teacher in a comprehensive manner, at this time in the student teaching experience.

Final evaluation is entered in an online assessment system. Signatures only needed in special circumstances when a physical evaluation is requested.

Completed by: _____ Date _____
Signature of Mentor Teacher

Signature of Student Teacher Date _____

Received by: _____ Date _____
Signature of UW Supervisor

Mathematics

Student Teaching Evaluation Forms: Mathematics

Rubric for Outcomes Documentation:

The rubric lists the outcomes that the Student Teacher must fulfill to successfully complete the student teaching semester. Each outcome has a description of behaviors indicating the levels of performance. Please use this rubric to document observations.

We understand there should be growth over the semester. It is anticipated that the midterm evaluation will identify areas in which the Student Teacher can show growth. Therefore, at the midterm evaluation point, it is normal to have both B's (basic) and P's (proficient).

- The Mentor Teacher and the Student Teacher use the blank spaces for notations throughout the semester to document work on the required outcomes.
- Notations from both rubrics are to be used to complete the midterm and the final evaluations.
- The rubric is to be available to the UW Faculty/Supervisor when that individual visits the school and submitted via an online assessment system at the midterm and at the end of the semester.
- The Student Teacher must complete all outcomes with a P (proficient) or D (distinguished) rating and no more than three B (basic) ratings for items 1-15.

You can download the rubric from this website. The squares are expandable on the word document. Please save the rubric to a disk or computer hard drive so that you can add notes throughout the semester. Rubric: <http://www.uwyo.edu/ted/residency/rubrics.html>

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
1. Knows and models professional ethics and behavior (CoEd 3.4, 5.3)	* does not comply with school policies re: absences, dress, tardies, meetings, etc. * demonstrates prejudice toward individuals or groups * takes an authoritarian stance with individual and classroom interactions	* incomplete knowledge of school policies * displays minimally appropriate professional behavior * does not demonstrate equitable treatment of all students * does not actively cultivate sense of democratic classroom community	* complies with school policies * attends required meetings * displays appropriate behaviors * accepts constructive criticism * demonstrates respect for each student * cultivates sense of democratic classroom community	* meets all proficient level expectations * classroom demonstrates democratic ideals * students are actively engaged in critical inquiry and practices related to social justice
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)

2. Effective work with diverse learners (CoEd 3.3, 5.1, 5.4, 7.3, 8.3)	*makes no adjustments for individual needs of diverse learners in terms of materials, planning, instruction, management, and assessments	*makes some adjustments for individual needs of diverse learners in terms of materials, planning, instruction, management, and assessments	*makes appropriate adjustments for individual needs of diverse learners in terms of materials, planning, instruction, behavior management, and assessments	* meets all proficient level expectations * collaborates with school and community personnel in order to accommodate diverse learners in terms of materials, planning, instruction, management, and assessment
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
3. Positive and effective classroom management (CoEd 3.4, 5.1, 7.3)	Environment: * does not address physical aspects of classroom (i.e. seating, lighting, temperature, bulletin boards, etc.) Teaching: * inadequate planning, goal setting, and ability to establish realistically high expectations for learners * ineffective use of materials, transitions, and positive attitude * poor directions/procedures resulting in frequent learner time off task Behavior: * inappropriate responses to behavior that result in frequent interruptions * uses sarcasm, negative reinforcement, and rewards inappropriately	Environment: * adjusts physical room environment only when Mentor Teacher asks Teaching: * sporadically demonstrates thoughtful planning, ability to set goals and achieve them, and convey realistically high expectations for the learners * inconsistent effective use of materials, transitions, and positive attitude Behavior: * beginning to respond appropriately to behavior, reducing disruptions * uses limited sarcasm and uses positive rewards and reinforcements inconsistently	Environment: * demonstrates understanding of correlation between physical environment and student learning * consistently demonstrates thoughtful planning, ability to set and achieve goals, and conveys realistically high expectations for all learners Teaching: * consistently demonstrates appropriate use of materials, effective transitions strategies and positive attitude * non-instructional duties (attendance, lunch count, etc.) are attended to while learners become engaged with academic tasks * directions and procedures are consistently clear and concise, resulting and concentrating learner time on task Behavior:	* meets all proficient level expectations Environment: * takes initiative to see that the classroom provides a nurturing and safe learning environment for all students Teaching: * independently plans and implements comprehensive lessons for most effective learner time on task * learner motivation and monitoring are built into plans as well as regular classroom expectations Behavior: * actively employs creative ways to promote learning and self discipline

			<ul style="list-style-type: none"> * consistently demonstrates ability to respond appropriately to a variety of learner behaviors resulting in few class disruptions * consistently uses positive reinforcements and rewards for all learners 	
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
4. Content-Specific Pedagogy (CoEd 1.6)	<ul style="list-style-type: none"> * does not create opportunities and experiences for students to connect to the discipline in a meaningful way * plans using only published teacher guides * uses only whole class lecture and assessment * uses assessment only for grading purposes 	<ul style="list-style-type: none"> * creates minimal opportunities/experiences for students to connect to the discipline in a meaningful way * consistently depends on Mentor Teacher for ideas * needs frequent guidance for preparation and implementation of lessons and instructional strategies * has problems transferring knowledge to students 	<ul style="list-style-type: none"> * creates frequent opportunities/experiences for students to connect to the discipline in a meaningful way * standards, benchmarks, assessments, and enrichment for learning and reflected in lesson plans * encourages critical thinking * responds to suggestions from Mentor Teacher and shows ongoing growth * appropriate use of assessment and materials * shows independence in using multiple teaching strategies * works as a facilitator for learning * brings understanding of content knowledge discipline to team collaboration 	<ul style="list-style-type: none"> * meets all proficient level expectations * creates consistent opportunities/experiences for students to connect to the discipline in a meaningful way * independently implements a variety of theories and strategies * creates assessment documents which reflect learning * works as a facilitator for learning beyond expectations
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)

5. Adequate content knowledge in teaching field and an ability to gather additional content and/or resources as needed (CoEd 1.4, 1.6)	<ul style="list-style-type: none"> * consistently makes content errors * does not correct content errors of students or self 	<ul style="list-style-type: none"> * draws on basic content knowledge only * demonstrates little incentive to gather additional and/or supplemental content material 	<ul style="list-style-type: none"> * demonstrates strong content knowledge * makes connections between content and other disciplines and within the discipline * gathers additional content as needed 	<ul style="list-style-type: none"> * meets all proficient level expectations * takes initiative consistently to select content that goes beyond traditional texts * challenges students to think critically as they explore ways to connect content to other disciplines
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
6. Alignment of instructional strategies and assessment with standards and the needs of the learner (CoEd 1.6,4.1, 4.2, 7.1, 7.2, 7.3)	<ul style="list-style-type: none"> * uses only prepared teacher guide plans * lesson plans are incomplete and/or untimely * assessment for grading purposes only * no apparent connection between planning and standards, benchmarks, and assessments 	<ul style="list-style-type: none"> * plans for the short term only * plans are ready on time * unable to reflect on the reason for classroom events and solutions for improvement * plans reflect some standards, benchmarks, and assessments 	<ul style="list-style-type: none"> * plans reflect standards, benchmarks, and assessments * reflects on lesson and implements changes based on reflections * independent preparation requires little input from Mentor * cooperative teaching for benefit of learner occurs as needed * open communication that promotes creative planning * assessment informs instruction and planning * chooses appropriate supplementary materials 	<ul style="list-style-type: none"> * meets all proficient level expectations * short term plans are consistently tied to long term goals * embeds supplemental materials to accomplish meaningful instruction * skillfully manages time for correctives and enrichments * assessment, planning and instruction are seamless
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
7. Sensitivity to school, community, and world cultural	<ul style="list-style-type: none"> * displays no awareness of cultural diversity with respect to culture, school or 	<ul style="list-style-type: none"> * identifies needs of some students due to cultural differences 	<ul style="list-style-type: none"> * provides multiculturalism, informs lessons and supports 	<ul style="list-style-type: none"> * meets all proficient level expectations * models sensitivity to cultural differences

diversity (CoEd 3.4, 5.1, 5.2)	community through educational input	<ul style="list-style-type: none"> * school, community, cultures are seldom addressed * shows awareness of cultural differences but is reluctant to intervene in problematic interactions (i.e., bullies, harassment, etc.) 	<ul style="list-style-type: none"> * demonstrates awareness of diversity or learners' social, emotional, physical needs * respects confidentiality * addresses awareness of school, community, and world cultures * shows awareness of cultural differences in the classroom and takes appropriate actions as needed 	<ul style="list-style-type: none"> * seeks to increase own base of knowledge with respect to school, community, world cultures
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
8. Consideration of legal rights and responsibilities and safety rules and emergency situations (CoEd 10.2)	<ul style="list-style-type: none"> * displays no knowledge of legal rights and/or safety rules * relies on Mentor to deal with emergency situations 	<ul style="list-style-type: none"> * has a copy of legal rights and safety rules but inappropriately implements them or doesn't understand them * has a basic respect of most legal rights and safety rules but needs occasional reminders * participates when dealing with emergency situations, but dependent on Mentor 	<ul style="list-style-type: none"> * acts upon legal rights and responsibilities and follows safety rules * demonstrates respect for legal rights of others * seeks information when necessary * can identify an emergency situation as defined by school policy and acts appropriately 	<ul style="list-style-type: none"> * meets all proficient level expectations * attends policy meetings offered by the school district * seeks further knowledge of learner's health, family, or community
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
9. Appropriate use of school and community resources (CoEd 7.4, 9.2)	<ul style="list-style-type: none"> * seeks no outside human or physical resources which would enhance learning 	<ul style="list-style-type: none"> * poor or no follow through in actively involving outside resources 	<ul style="list-style-type: none"> * includes use of outside human resources in lesson planning (i.e. other teachers, technology specialists, librarians, etc.) 	<ul style="list-style-type: none"> * meets all proficient level expectations * implements the use of human and physical resources effectively * involves students in project research and development using

			* researches/uses outside physical resources in lesson planning and teaching (i.e., videos, library books, internet uses, etc.)	human and physical resources
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
10. Appropriate application of knowledge of human growth and development (CoEd 4.2)	* uses developmentally inappropriate activities and/or assignments * does not plan appropriate activities and/or assignments for diverse learners	* uses developmentally appropriate activities and/or assignments * plans appropriate activities and assignments for diverse learners only in consultation with Mentor	* uses developmentally appropriate planning and teaching to accommodate diverse learners * uses developmentally appropriate planning and teaching to accommodate the cognitive and interest level of the learners	* meets all proficient level expectations * involves students in planning and implementing ideas appropriate to the needs of the learners * provides rich opportunities for students to gain deep understandings
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
11. Effective oral and written communication skills of the Student Teacher (CoEd 6.2, 6.4)	* uses language that contains grammatical and/or spelling errors, illegible and/or inappropriate for the class level * speech is inaudible and/or contains grammatical errors * incorporates little classroom discussion and questioning techniques	* written language is generally correct and appropriate to class level * occasional errors are not corrected or corrected only when asked * speech is clear and generally grammatically correct * uses low level questions during class discussions	* clear, grammatically correct written language spelled correctly, informally and formally * clear, grammatically correct use of oral language * uses high level questioning techniques during class discussions	* meets all expectations at the proficient level * uses multiple written and oral strategies to challenge students and stimulate their language development * guides students to form high level questions
Notations				
Midterm:				
Final:				
	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)

12. Appropriate use of technology (CoEd 6.5)	* Unable to select and implement appropriate technology in planning, instruction, and assessment	* Occasionally selects and implements appropriate technology in planning, instruction, and assessment	* Frequently selects and implements a variety of technology in planning, instruction, and assessment	* Meets all proficient criteria * Encourages students to experiment with appropriate technology
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
13. Works effectively in a variety of ways with parents/guardian; Assists with evaluations and reports (e.g., report cards) (CoEd 8.3)	<ul style="list-style-type: none"> * does not contact parents or guardians * displays a lack of empathy for parental concerns * depends entirely on Mentor for evaluation input * does not record student progress 	<ul style="list-style-type: none"> * Needs guidance and suggestions from Mentor on how to talk with parents/guardians * makes minimal parent/guardian contact * demonstrates limited ability to empathize with parental concerns * scores and records papers and written work, not always in a timely manner * does limited assessment of instructional goals 	<ul style="list-style-type: none"> * teams with Mentor for guided experience when working with parents (i.e. conferences, telephone calls) * responds to parental concerns professionally and with sensitivity in consultation with Mentor * assesses instructional goals consistently * gathers assessment data and with minimal guidance from Mentor * scores and records student work accurately and in a timely manner * assists with evaluations, report cards, etc. 	<ul style="list-style-type: none"> * meets all proficient level expectations * independently handles positive parent contacts * seeks guidance from Mentor with difficult parent problems * conveys sincere caring and willingness to listen to parents/guardians and engages in open communication * understands timely scores and records as a way to involve parents in student achievement
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
14. Participates in the professional life of the school and/or district; Demonstrates knowledge of the school improvement plan and demonstrates competence in	<ul style="list-style-type: none"> * avoids becoming involved in school or district programs, project, or events * does not participate in meetings, etc. or participates inappropriately 	<ul style="list-style-type: none"> * participates when specifically asked with an appropriate level of participation * demonstrates little or no desire to participate in outside programs or expansion of knowledge 	<ul style="list-style-type: none"> * participates in meetings such as department, school-wide faculty meetings, interdisciplinary team meetings and contributes as necessary and appropriate 	<ul style="list-style-type: none"> * meets all proficient level expectations * uses outside class time to participate in additional programs and/or professional development

collaborating in school improvement activities (CoEd 10.1)	<ul style="list-style-type: none"> * shows lack of knowledge of school improvement plan * does not become involved with school improvement activities 	<ul style="list-style-type: none"> * seeks information concerning school improvement plan * minimal involvement, if any, with school improvement activities 	<ul style="list-style-type: none"> * demonstrates knowledge of school improvement plan * observes teachers other than the Mentor * participates in school improvement activities as appropriate * volunteer for at least one extra-curricular school activity (e.g., chaperone, club meeting, score-keeping, etc.) 	
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
15. Demonstrates competence in continuing as a professional educator by using self-assessment, self-reflection, and/or inquiry techniques (CoEd 5.5, 9.1)	<ul style="list-style-type: none"> * does not appear open to new ideas or programs * does not accept constructive criticism or suggestions for development as a professional educator * does not reflect on growth or methods of improvement * does not reflect on teaching * does not adjust lessons based on feedback 	<ul style="list-style-type: none"> * does not take initiative to develop or become better prepared as a professional * attends only required meetings * shows little effort to improve through self reflections * has little or no dialogue with Mentor related to improvement of teaching * some adjustment of lessons based on feedback 	<ul style="list-style-type: none"> * is open to suggestions for professional development * seeks guidance of ways to continue developing as a professional educator * attends in-service workshops, conferences, trainings, etc. that will provide additional development as an educator * dialogues with Mentor for self reflection and evaluation * effort made to use reflective information to improve as an educator * adjusts lessons to show growth that is based on reflection of feedback 	<ul style="list-style-type: none"> * meets all proficient level expectations * actively seeks professional development * demonstrates leadership qualities by offering to share information from attending a meeting/workshop in professional settings * independent critical analysis of lesson for strengths and weaknesses through self reflection and feedback * shares reflections and coordinates with Mentor for most effective input into improvement of lessons and teaching
Notations				
Midterm:				
Final:				

Secondary Mathematics Addendum

To receive a passing score for this section of the rubric, the student must receive a proficient or distinguished rating on each item 16 - 19.

	Level of Performance			
Standard	Distinguished	Proficient	Basic	Unsatisfactory
16. Communicates mathematical thinking both orally and in writing	Mathematical language is used to express ideas precisely. Ideas are enhanced because of the care taken to use mathematical language. Organization is elegant.	Mathematical language is used in explaining ideas but precision is not as detailed. Ideas can be explained mathematically. Organization is acceptable.	Imprecision in use of mathematical language hampers candidate explanations. Mathematical ideas become clouded by language use. Organization can confound the idea.	Poor use of mathematical language and organization obscures key ideas.
Notations				
Midterm:				
Final:				

17. Analyses and evaluates the mathematical thinking and strategies of others	In problem solving situations, candidate can explore the thinking of students with a variety of solution strategies and identify the usefulness and appropriateness of a strategy for learning more mathematics. Evaluation and teaching mutually interact for planning.	Candidate normally evaluates others mathematical thinking but does not fully explore the strategies of students to ascertain understandings and conceptions. These evaluations inform the teaching.	Candidate occasionally evaluates the thinking of students but does not use the information as part of lesson planning or as part of teaching. Purely used as an evaluation tool for grading.	Candidate uses assessment as a grading tool and only checks for a single strategy. Expects others to solve problems as they are shown. Multiple problem solving strategies are not in evidence.
Notations				
Midterm:				
Final:				

18. Mathematical Problem Solving is used to build conceptual understanding	Candidate demonstrates ability to expertly lead classes in mathematical problem solving. Focus is on in-depth conceptual understandings. Students are expected to develop and test generalizations.	Candidate demonstrates ability to lead classes in mathematical problem solving. Conceptual understanding is part of the focus with guided practice of generalization development and testing as a class.	Candidate demonstrates ability to lead classes in mathematical problem solving with "teaching as telling" as a main feature. Generalizations and testing are provided to students.	Candidate teaches examples from text. Problem solving is a by-product of text exercises without depth in exploration of concepts. View of problem solving is procedural.
Notations				
Midterm:				
Final:				

Student teaching Midterm & Final Evaluation -- Mathematics

Student Teacher's Name _____ Teaching Area _____

Please mark one:

MIDTERM _____

FINAL _____

Mentor Teacher, please respond to each of the competencies with the appropriate rating, based on the rubric notations and your observations of this Student Teacher. Comment on partial completion of outcomes to accurately represent the Student Teacher's progress.

1. Professional behavior and ethical conduct _____
2. Effective work with diverse learners _____
3. Positive and effective classroom climate _____
4. Content-specific pedagogy with standards and learner's need _____
5. Adequate content knowledge in teaching field and ability to gather additional content and/or resources as needed _____
6. Alignment of instructional practices and assessment _____
7. Sensitivity to school, community, global cultures _____
8. Consideration of legal and safety rules and emergency situations _____
9. Appropriate use of school and community resources _____
10. Appropriate application of knowledge of human growth and development _____
11. Effective oral and written communication skills _____
12. Appropriate use of technology _____
13. Working effectively in a variety of ways with parents _____
14. Participating in the professional life of school and/or district _____
15. Demonstrates competence in continuing development as a professional educator, and self-assessment and inquiry techniques _____
16. Communicates mathematical thinking both orally and in writing _____
17. Analyses and evaluates the mathematical thinking and strategies of others _____
18. Mathematical Problem Solving is used to build conceptual understanding _____

Narrative Statement: Please write a narrative statement describing this person's competence as a preprofessional teacher based on your observations and professional judgment to date. Attach an additional (or separate) page if necessary.

Location of Student teaching: School: _____
City, State: _____

Final evaluation is entered in an online assessment system. Signatures only needed in special circumstances when a physical evaluation is requested.

Complete by: _____ Date: _____

Signature of Mentor Teacher

_____ Date: _____

Signature of Student Teacher

Received by: _____ Date: _____

Signature of UW Faculty/Supervisor

Science

Student Teaching Evaluation Forms: Science

Rubric for Outcomes Documentation:

The rubric lists the outcomes that the Student Teacher must fulfill to successfully complete the student teaching semester. Each outcome has a description of behaviors indicating the levels of performance. Please use this rubric to document observations.

We understand there should be growth over the semester. It is anticipated that the midterm evaluation will identify areas in which the student can show growth. Therefore, at the midterm evaluation point, it is normal to have both B's (basic) and P's (proficient).

- The Mentor Teacher and the Student Teacher use the blank spaces for notations throughout the semester to document work on the required outcomes.
- Notations from both rubrics are to be used to complete the midterm and the final evaluations.
- The rubric is to be available to the UW Faculty/Supervisor when that individual visits the school and submitted via an online assessment system at the midterm and at the end of the semester.
- The Student Teacher must complete all outcomes with a P (proficient) or D (distinguished) rating and no more than three B (basic) ratings for items 1-15 and a proficient or distinguished rating on each item of 16-19 for successful completion of the Student teaching.

You can download the rubric from this website. The squares are expandable on the word document. Please save the rubric to a disk or computer hard drive so that you can add notes throughout the semester. Rubric: <http://www.uwyo.edu/ted/residency/rubrics.html>

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
1. Knows and models professional ethics and behavior (CoEd 3.4, 5.3)	<ul style="list-style-type: none"> * does not comply with school policies re: absences, dress, tardies, meetings, etc. * demonstrates prejudice toward individuals or groups * takes an authoritarian stance with individual and classroom interactions 	<ul style="list-style-type: none"> * incomplete knowledge of school policies * displays minimally appropriate professional behavior * does not demonstrate equitable treatment of all students * does not actively cultivate sense of democratic classroom community 	<ul style="list-style-type: none"> * complies with school policies * attends required meetings * displays appropriate behaviors * accepts constructive criticism * demonstrates respect for each student * cultivates sense of democratic classroom community 	<ul style="list-style-type: none"> * meets all proficient level expectations * classroom demonstrates democratic ideals * students are actively engaged in critical inquiry and practices related to social justice
Notations				
Midterm:				
Final:				
	Level of Performance			

	<i>Unsatisfactory (U)</i>	<i>Basic (B)</i>	<i>Proficient (P)</i>	<i>Distinguished (D)</i>
2. Effective work with diverse learners (CoEd 3.3, 5.1, 5.4, 7.3, 8.3)	*makes no adjustments for individual needs of diverse learners in terms of materials, planning, instruction, management, and assessments	*makes some adjustments for individual needs of diverse learners in terms of materials, planning, instruction, management, and assessments	*makes appropriate adjustments for individual needs of diverse learners in terms of materials, planning, instruction, behavior management, and assessments	* meets all proficient level expectations * collaborates with school and community personnel in order to accommodate diverse learners in terms of materials, planning, instruction, management, and assessment
Notations				
Midterm:				
Final:				

	<i>Level of Performance</i>			
	<i>Unsatisfactory (U)</i>	<i>Basic (B)</i>	<i>Proficient (P)</i>	<i>Distinguished (D)</i>
3. Positive and effective classroom management (CoEd 3.4, 5.1, 7.3)	Environment: * does not address physical aspects of classroom (i.e. seating, lighting, temperature, bulletin boards, etc.) Teaching: * inadequate planning, goal setting, and ability to establish realistically high expectations for learners * ineffective use of materials, transitions, and positive attitude * poor directions/procedures resulting in frequent learner time off task Behavior: * inappropriate responses to behavior that result in frequent interruptions * uses sarcasm, negative reinforcement, and rewards inappropriately	Environment: * adjusts physical room environment only when Mentor Teacher asks Teaching: * sporadically demonstrates thoughtful planning, ability to set goals and achieve them, and convey realistically high expectations for the learners * inconsistent effective use of materials, transitions, and positive attitude Behavior: * beginning to respond appropriately to behavior, reducing disruptions * uses limited sarcasm and uses positive rewards and reinforcements inconsistently	Environment: * demonstrates understanding of correlation between physical environment and student learning * consistently demonstrates thoughtful planning, ability to set and achieve goals, and conveys realistically high expectations for all learners Teaching: * consistently demonstrates appropriate use of materials, effective transitions strategies and positive attitude * non-instructional duties (attendance, lunch count, etc.) are attended to while learners become engaged with academic tasks * directions and procedures are consistently clear and concise, resulting and concentrating learner time on task Behavior:	* meets all proficient level expectations Environment: * takes initiative to see that the classroom provides a nurturing and safe learning environment for all students Teaching: * independently plans and implements comprehensive lessons for most effective learner time on task * learner motivation and monitoring are built into plans as well as regular classroom expectations Behavior: * actively employs creative ways to promote learning and self discipline

			<ul style="list-style-type: none"> * consistently demonstrates ability to respond appropriately to a variety of learner behaviors resulting in few class disruptions * consistently uses positive reinforcements and rewards for all learners 	
Notations				
Midterm:				
Final:				

	Level of Performance			
	<i>Unsatisfactory (U)</i>	<i>Basic (B)</i>	<i>Proficient (P)</i>	<i>Distinguished (D)</i>
4. Content-Specific Pedagogy (CoEd 1.6)	<ul style="list-style-type: none"> * does not create opportunities and experiences for students to connect to the discipline in a meaningful way * plans using only published teacher guides * uses only whole class lecture and assessment * uses assessment only for grading purposes 	<ul style="list-style-type: none"> * creates minimal opportunities/ experiences for students to connect to the discipline in a meaningful way * consistently depends on Mentor Teacher for ideas * needs frequent guidance for preparation and implementation of lessons and instructional strategies * has problems transferring knowledge to students 	<ul style="list-style-type: none"> * creates frequent opportunities/experiences for students to connect to the discipline in a meaningful way * standards, benchmarks, assessments, and enrichment for learning and reflected in lesson plans * encourages critical thinking * responds to suggestions from Mentor Teacher and shows ongoing growth * appropriate use of assessment and materials * shows independence in using multiple teaching strategies * works as a facilitator for learning * brings understanding of content knowledge discipline to team collaboration 	<ul style="list-style-type: none"> * meets all proficient level expectations * creates consistent opportunities/ experiences for students to connect to the discipline in a meaningful way * independently implements a variety of theories and strategies * creates assessment documents which reflect learning * works as a facilitator for learning beyond expectations
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
5. Adequate content knowledge in teaching field and an ability to gather additional content and/or resources as needed (CoEd 1.4, 1.6)	<ul style="list-style-type: none"> * consistently makes content errors * does not correct content errors of students or self 	<ul style="list-style-type: none"> * draws on basic content knowledge only * demonstrates little incentive to gather additional and/or supplemental content material 	<ul style="list-style-type: none"> * demonstrates strong content knowledge * makes connections between content and other disciplines and within the discipline * gathers additional content as needed 	<ul style="list-style-type: none"> * meets all proficient level expectations * takes initiative consistently to select content that goes beyond traditional texts * challenges students to think critically as they explore ways to connect content to other disciplines
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
6. Alignment of instructional strategies and assessment with standards and the needs of the learner (CoEd 1.6,4.1, 4.2, 7.1, 7.2, 7.3)	<ul style="list-style-type: none"> * uses only prepared teacher guide plans * lesson plans are incomplete and/or untimely * assessment for grading purposes only * no apparent connection between planning and standards, benchmarks, and assessments 	<ul style="list-style-type: none"> * plans for the short term only * plans are ready on time * unable to reflect on the reason for classroom events and solutions for improvement * plans reflect some standards, benchmarks, and assessments 	<ul style="list-style-type: none"> * plans reflect standards, benchmarks, and assessments * reflects on lesson and implements changes based on reflections * independent preparation requires little input from Mentor * cooperative teaching for benefit of learner occurs as needed * open communication that promotes creative planning * assessment informs instruction and planning * chooses appropriate supplementary materials 	<ul style="list-style-type: none"> * meets all proficient level expectations * short term plans are consistently tied to long term goals * embeds supplemental materials to accomplish meaningful instruction * skillfully manages time for correctives and enrichments * assessment, planning and instruction are seamless
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
7. Sensitivity to school, community, and world cultural diversity (CoEd 3.4, 5.1, 5.2)	* displays no awareness of cultural diversity with respect to culture, school or community through educational input	* identifies needs of some students due to cultural differences * school, community, cultures are seldom addressed * shows awareness of cultural differences but is reluctant to intervene in problematic interactions (i.e., bullies, harassment, etc.)	* provides multiculturalism, informs lessons and supports * demonstrates awareness of diversity or learners' social, emotional, physical needs * respects confidentiality * addresses awareness of school, community, and world cultures * shows awareness of cultural differences in the classroom and takes appropriate actions as needed	* meets all proficient level expectations * models sensitivity to cultural differences * seeks to increase own base of knowledge with respect to school, community, world cultures
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
8. Consideration of legal rights and responsibilities and safety rules and emergency situations (CoEd 10.2)	* displays no knowledge of legal rights and/or safety rules * relies on Mentor to deal with emergency situations	* has a copy of legal rights and safety rules but inappropriately implements them or doesn't understand them * has a basic respect of most legal rights and safety rules but needs occasional reminders * participates when dealing with emergency situations, but dependent on Mentor	* acts upon legal rights and responsibilities and follows safety rules * demonstrates respect for legal rights of others * seeks information when necessary * can identify an emergency situation as defined by school policy and acts appropriately	* meets all proficient level expectations * attends policy meetings offered by the school district * seeks further knowledge of learner's health, family, or community
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
9. Appropriate use of school and community resources (CoEd 7.4, 9.2)	* seeks no outside human or physical resources which would enhance learning	* poor or no follow through in actively involving outside resources	* includes use of outside human resources in lesson planning (i.e. other teachers, technology specialists, librarians, etc.) * researches/uses outside physical resources in lesson planning and teaching (i.e., videos, library books, internet uses, etc.)	* meets all proficient level expectations * implements the use of human and physical resources effectively * involves students in project research and development using human and physical resources
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
10. Appropriate application of knowledge of human growth and development (CoEd 4.2)	* uses developmentally inappropriate activities and/or assignments * does not plan appropriate activities and/or assignments for diverse learners	* uses developmentally appropriate activities and/or assignments * plans appropriate activities and assignments for diverse learners only in consultation with Mentor	* uses developmentally appropriate planning and teaching to accommodate diverse learners * uses developmentally appropriate planning and teaching to accommodate the cognitive and interest level of the learners	* meets all proficient level expectations * involves students in planning and implementing ideas appropriate to the needs of the learners * provides rich opportunities for students to gain deep understandings
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
11. Effective oral and written communication skills of the Student Teacher (CoEd 6.2, 6.4)	* uses language that contains grammatical and/or spelling errors, illegible and/or inappropriate for the class level * speech is inaudible and/or contains grammatical errors * incorporates little classroom discussion	* written language is generally correct and appropriate to class level * occasional errors are not corrected or corrected only when asked * speech is clear and generally grammatically correct	* clear, grammatically correct written language spelled correctly, informally and formally * clear, grammatically correct use of oral language * uses high level questioning techniques during class discussions	* meets all expectations at the proficient level * uses multiple written and oral strategies to challenge students and stimulate their language development * guides students to form high level questions

	and questioning techniques	* uses low level questions during class discussions		
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
12. Appropriate use of technology (CoEd 6.5)	* Unable to select and implement appropriate technology in planning, instruction, and assessment	* Occasionally selects and implements appropriate technology in planning, instruction, and assessment	* Frequently selects and implements a variety of technology in planning, instruction, and assessment	* Meets all proficient criteria * Encourages students to experiment with appropriate technology
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
13. Works effectively in a variety of ways with parents/guardian; Assists with evaluations and reports (e.g., report cards) (CoEd 8.3)	* does not contact parents or guardians * displays a lack of empathy for parental concerns * depends entirely on Mentor for evaluation input * does not record student progress	* Needs guidance and suggestions from Mentor on how to talk with parents/guardians * makes minimal parent/guardian contact * demonstrates limited ability to emphasize with parental concerns * scores and records papers and written work, not always in a timely manner * does limited assessment of instructional goals	* teams with Mentor for guided experience when working with parents (i.e. conferences, telephone calls) * responds to parental concerns professionally and with sensitivity in consultation with Mentor * assesses instructional goals consistently * gathers assessment data and with minimal guidance from Mentor * scores and records student work accurately and in a timely manner *assists with evaluations, report cards, etc.	* meets all proficient level expectations * independently handles positive parent contacts * seeks guidance from Mentor with difficult parent problems * conveys sincere caring and willingness to listen to parents/guardians and engages in open communication * understands timely scores and records as a way to involve parents in student achievement
Notations				
Midterm:				
Final:				

	Level of Performance			
	<i>Unsatisfactory (U)</i>	<i>Basic (B)</i>	<i>Proficient (P)</i>	<i>Distinguished (D)</i>
14. Participates in the professional life of the school and/or district; Demonstrates knowledge of the school improvement plan and demonstrates competence in collaborating in school improvement activities (CoEd 10.1)	<ul style="list-style-type: none"> * avoids becoming involved in school or district programs, project, or events * does not participate in meetings, etc. or participates inappropriately * shows lack of knowledge of school improvement plan * does not become involved with school improvement activities 	<ul style="list-style-type: none"> * participates when specifically asked with an appropriate level of participation * demonstrates little or no desire to participate in outside programs or expansion of knowledge * seeks information concerning school improvement plan * minimal involvement, if any, with school improvement activities 	<ul style="list-style-type: none"> * participates in meetings such as department, school-wide faculty meetings, interdisciplinary team meetings and contributes as necessary and appropriate * demonstrates knowledge of school improvement plan * observes teachers other than the Mentor * participates in school improvement activities as appropriate * volunteer for at least one extra-curricular school activity (e.g., chaperone, club meeting, score-keeping, etc.) 	<ul style="list-style-type: none"> * meets all proficient level expectations * uses outside class time to participate in additional programs and/or professional development
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
15. Demonstrates competence in continuing as a professional educator by using self-assessment, self-reflection, and/or inquiry techniques (CoEd 5.5, 9.1)	<ul style="list-style-type: none"> * does not appear open to new ideas or programs * does not accept constructive criticism or suggestions for development as a professional educator * does not reflect on growth or methods of improvement * does not reflect on teaching * does not adjust lessons based on feedback 	<ul style="list-style-type: none"> * does not take initiative to develop or become better prepared as a professional * attends only required meetings * shows little effort to improve through self reflections * has little or no dialogue with Mentor related to improvement of teaching * some adjustment of lessons based on feedback 	<ul style="list-style-type: none"> * is open to suggestions for professional development * seeks guidance of ways to continue developing as a professional educator * attends in-service workshops, conferences, trainings, etc. that will provide additional development as an educator * dialogues with Mentor for self reflection and evaluation * effort made to use reflective information to improve as an educator * adjusts lessons to show growth that is based on reflection of feedback 	<ul style="list-style-type: none"> * meets all proficient level expectations * actively seeks professional development * demonstrates leadership qualities by offering to share information from attending a meeting/workshop in professional settings * independent critical analysis of lesson for strengths and weaknesses through self reflection and feedback * shares reflections and coordinates with Mentor for most effective input into improvement of lessons and teaching
Notations				
Midterm:				
Final:				

Secondary Science Addendum

To receive a passing score for this section of the rubric, the student must receive a proficient or distinguished rating on each item 16 - 19.

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
16. Practices legal and ethical responsibilities of science teachers for the welfare of their students (NSTA 9a).	<ul style="list-style-type: none"> * does not responsibly follow legal and ethical precedents for the welfare of students in the science classroom 	<ul style="list-style-type: none"> * generally follows the legal and ethical precedents for the welfare of students in the science classroom but does not take initiative to develop or become better prepared as a professional 	<ul style="list-style-type: none"> * Always follows the legal and ethical precedents for the welfare of students in the science classroom 	<ul style="list-style-type: none"> * meets the proficient level expectations * attends policy meetings offered by the school district * actively seeks professional development
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
17. Practices safe and proper techniques for the preparation, storage, dispensing, supervision, and disposal of all materials used in science instruction (NSTA 9b).	<p>* does not responsibly establish and follow procedures for the safe labeling, handling, storage and disposal of chemicals, and other materials</p> <p>OR</p> <p>*does not keep MSDS readily available or currently maintained</p>	<p>* establishes and follows procedures for the safe labeling, handling, storage and disposal of chemicals, and other materials</p> <p>AND</p> <p>*maintains up-to-date and readily available MSDS files for all materials used in the classroom</p>	<p>* establishes and follows procedures for the safe labeling, handling, storage and disposal of chemicals, and other materials</p> <p>AND</p> <p>*maintains up-to-date and readily available MSDS files for all materials used in the classroom</p> <p>AND</p> <p>*stays informed of potential hazards and legal concerns. Communicates them to other teachers to maintain a school environment free of potential problems</p>	<p>* meets all proficient level expectations</p> <p>* attends policy meetings offered by the school district</p> <p>* demonstrates leadership qualities by offering to share information from attending a meeting/workshop in professional settings</p>
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
18. Follows emergency procedures, maintain safety equipment, and ensure safety procedures appropriate for the activities and abilities of students (NSTA 9c).	<p>* does not responsibly plan, practice or enforce safety procedures in all activities in the classroom</p> <p>OR</p> <p>*is unaware of actions to take during an emergency and to prevent or report an emergency</p> <p>OR</p> <p>*Fails to appropriately respond to hazardous</p>	<p>* plans, practices and enforces safety procedures in all activities in the classroom</p> <p>AND</p> <p>* knows actions to take during an emergency and to prevent or report an emergency</p> <p>AND</p> <p>* appropriately responds to hazardous situations once identified</p>	<p>* consistently plans, practices and enforces safety procedures in all activities in the classroom</p> <p>AND</p> <p>* demonstrates in the classroom that safety is a priority in science</p> <p>AND</p> <p>* appropriately responds to hazardous situations once identified</p>	<p>* meets all proficient level expectations</p> <p>* attends policy meetings offered by the school district</p> <p>* demonstrates leadership qualities by offering to share information from attending a meeting/workshop in professional settings</p>

	situations once identified		AND * takes actions to prevent hazards and communicates needs and potential problems to administrators	
Notations				
Midterm:				
Final:				
	<i>Level of Performance</i>			
	<i>Unsatisfactory (U)</i>	<i>Basic (B)</i>	<i>Proficient (P)</i>	<i>Distinguished (D)</i>
19. Treats all living organisms used in the classroom or found in the field in a safe, humane and ethical manner and respects legal restrictions on their collection, keeping and use (NSTA 9d).	* does not responsibly attend to, obey or enforce rules for the safe, proper and ethical treatment of animals	* attends to, obeys and enforces rules for the safe, proper and ethical treatment of animals	* consistently Attends to, obeys and enforces rules for the safe, proper and ethical treatment of animals AND * discusses reasons for such rules with students	* meets all proficient level expectations * actively seeks professional development * demonstrates leadership qualities by offering to share information from attending a meeting/workshop in professional settings
Notations				
Midterm:				
Final:				

Student teaching Midterm & Final Evaluation -- Science

Dept. 3374

1000 E. University Ave.

Laramie, WY 82071

(307) 766-3275

Student Teacher's Name _____

Teaching Area _____

Please mark one:

MIDTERM _____

FINAL _____

Mentor Teacher, please respond to each of the competencies with the appropriate rating, based on the rubric notations and your observations of this Student Teacher. Comment on partial completion of outcomes to accurately represent the Student Teacher's progress.

-
1. Professional behavior and ethical conduct _____
 2. Effective work with diverse learners _____
 3. Positive and effective classroom climate _____
 4. Content-specific pedagogy with standards and learner's need _____
 5. Adequate content knowledge in teaching field and ability to gather additional content and/or resources as needed _____
 6. Alignment of instructional practices and assessment _____
 7. Sensitivity to school, community, global cultures _____
 8. Consideration of legal and safety rules and emergency situations _____
 9. Appropriate use of school and community resources _____
 10. Appropriate application of knowledge of human growth and development _____
 11. Effective oral and written communication skills _____
 12. Appropriate use of technology _____
 13. Working effectively in a variety of ways with parents _____
 14. Participating in the professional life of school and/or district _____
 15. Demonstrates competence in continuing development as a professional educator, and self-assessment and inquiry techniques _____
 16. Practices legal and ethical responsibilities of science teachers for the _____

welfare of their students _____

17. Practices safe and proper techniques for the preparation, storage, dispensing, supervision, and disposal of all materials used in science instruction _____

18. Follows emergency procedures, maintain safety equipment, and ensure safety procedures appropriate for the activities and abilities of students _____

19. Treats all living organisms used in the classroom or found in the field in a safe, humane and ethical manner and respects legal restrictions on their collection, keeping and use _____

Narrative Statement: Please write a narrative statement describing this person's competence as a preprofessional teacher based on your observations and professional judgment to date. Attach an additional (or separate) page if necessary.

Location of Student teaching:

School: _____

City, State: _____

Final evaluation is entered in an online assessment system. Signatures only needed in special circumstances when a physical evaluation is requested.

Complete by: _____ Date: _____

Signature of Mentor Teacher

_____ Date: _____

Signature of Student Teacher

Received by: _____ Date: _____

Signature of UW Faculty/Supervisor

Modern Languages

Student Teaching Evaluation Forms: Modern Languages

Rubric for Outcomes Documentation:

The rubric lists the outcomes that the Student Teacher must fulfill to successfully complete the student teaching semester. Each outcome has a description of behaviors indicating the levels of performance. Please use this rubric to document observations.

We understand there should be growth over the semester. It is anticipated that the midterm evaluation will identify areas in which the Student Teacher can show growth. Therefore, at the midterm evaluation point, it is normal to have both B's (basic) and P's (proficient).

- The Mentor Teacher and the Student Teacher use the blank spaces for notations throughout the semester to document work on the required outcomes.
- Notations from both rubrics are to be used to complete the midterm and the final evaluations.
- The rubric is to be available to the UW Faculty/Supervisor when that individual visits the school and submitted via an online assessment system at the end of the semester.
- The Student Teacher must complete all outcomes with a P (proficient) or D (distinguished) rating and no more than three B (basic) ratings for items 1-15.

You can download the rubric from this website. The squares are expandable on the word document. Please save the rubric to a disk or computer hard drive so that you can add notes throughout the semester. Rubric: <http://www.uwyo.edu/ted/residency/rubrics.html>

Residency Teaching Observation Summary Rubric

RUBRIC FOR: Modern Languages Student Teachers

	Level of Performance			
	<i>Unsatisfactory (U)</i>	<i>Basic (B)</i>	<i>Proficient (P)</i>	<i>Distinguished (D)</i>
1.Theories of learner development and instruction (CoEd 3.3, 4.3, 5.1, 5.4, 7.3, 8.3; ACTFL 3.b)	*Shows no understanding of the different physical, cognitive, emotional, and social developmental characteristics of K-12 students. Is unaware of the many possible instructional models and techniques which may exist.	Candidates recognize that K-12 students have different physical, cognitive, emotional, and social developmental characteristics. Candidates recognize the need to tailor instruction to accommodate their students' developmental needs. They are aware that many different instructional models and techniques exist.	Candidates describe the physical, cognitive, emotional, and social developmental characteristics of K-12 students. They implement a variety of instructional models and techniques to accommodate these differences.	Candidates plan for instruction according to the physical, cognitive, emotional, and social developmental needs of their K-12 students. They tailor instruction to meet the developmental needs of their students.
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
2. Target language input (CoEd 6.5; ACTFL 3.a)	*Candidates seldom use the target language during instruction and use the target language in ways that do not aid in the language learning process.	Candidates use the target language for specific parts of classroom lessons at all levels of instruction, but avoid spontaneous interaction with students in the target language. They use some strategies to help students understand oral and written input. Use technology to provide some input.	Candidates use the target language to the maximum extent in classes at all levels of instruction. They designate certain times for spontaneous interaction with students in the target language. They tailor language use to students' developing proficiency levels. They use a variety of strategies to help students understand oral and written input. They use the target language to design content-based language lessons. Use technology in appropriate ways to enhance input	Candidates structure classes to maximize use of the target language at all levels of instruction. A key component of their classes is their spontaneous interaction with students in the target language. They assist students in developing a repertoire of strategies for understanding oral and written input. They use the target language to teach a variety of subject matter and cultural content. Use technology in a variety of ways to provide nuanced input.
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
3. Adapting instruction to address students' language levels, language backgrounds, and learning styles (ACTFL 3.b)	Candidates do not take into account learner language levels and uses and only offer one type of instruction aimed at an ideal learner set.	Candidates recognize that their students have a wide range of language levels, language backgrounds, and learning styles. They attempt to address these differences by using a limited variety of instructional strategies.	Candidates seek out information regarding their students' language levels, language backgrounds, and learning styles. They implement a variety of instructional models and techniques to address these student differences.	Candidates consistently use information about their students' language levels, language backgrounds, and learning styles to plan for and implement language instruction.
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
4. Integration of three modes of communication (ACTFL 4.b)	*Does not use any of the three modes of communication or uses them in an unclear manner.	Candidates understand the connection among the interpersonal, interpretive, and presentational modes of communication. They focus on one mode at a time in instruction and classroom activities.	Candidates design opportunities for their students to communicate by using the interpersonal, interpretive, and presentational modes in an integrated manner.	Candidates use the interpersonal-interpretive presentational framework as the basis for planning and implementing classroom communication.
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
5. Language acquisition theories (ACTFL 3.a)	*Candidates appear unaware of language acquisition theories. They do not provide any connections between the instructional strategies they employ and language acquisition theories.	Candidates exhibit an awareness of the key concepts of language acquisition theories as they relate to K-12 learners at various developmental levels. They illustrate an ability to connect theory with practice. They show a growing awareness of the connection between student learning and the use of instructional strategies.	Candidates exhibit an understanding of language acquisition theories, including the use of target language input, negotiation of meaning, interaction, and a supportive learning environment. They draw on their knowledge of theories, as they apply to K-12 learners at various developmental levels, in designing teaching strategies that facilitate language acquisition.	Candidates exhibit ease and flexibility in applying language acquisition theories to instructional practice. They use a wide variety of strategies to meet the linguistic needs of their K-12 students at various developmental levels. Candidates exhibit originality in the planning, creation and implementation of instructional strategies that reflect language acquisition theories.
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Approaches Standard (B)	Meets Standard / Proficient (P)	Exceeds Standard (D)
6. Evaluation, selection, creation, and adaptation of	*Uses materials in an uninformed and illogical manner. Shows no	Candidates base their selection and design of materials on short-term instructional	Candidates use their knowledge of standards and curricular goals to	Candidates base their selection and design of materials on the standards philosophy

appropriate materials (ACTFL 4.c)	understanding of material use in realizing learning goals and objectives.	objectives more than on standards and/or curricular goals.	evaluate, select, and design materials, including visuals, realia, authentic printed and oral materials, and other resources obtained through technology.	and their curricular goals. They creatively use a wealth of resources including visuals, realia, authentic printed and oral materials, and other resources obtained through technology. They justify the use of these materials.
Notations				
Midterm:				
Final:				

	Level of Performance			
	<i>Unsatisfactory (U)</i>	<i>Basic (B)</i>	<i>Proficient (P)</i>	<i>Distinguished (D)</i>
7. Integration of cultural products, practices, perspectives and offers connection to other subject areas (ACTFL 4.b)	*Candidates offer no linkages between culture and language in their instruction and do not investigate possible connections with these elements to other subject areas.	Candidates understand the anthropological view of culture in terms of products, practices, and perspectives. They refer to one or more of these areas in their teaching of culture. Link Cultural and linguistic elements to other subject areas.	Candidates design opportunities for their students to explore the target language culture(s) by means of cultural products, practices, and perspectives. Uses these opportunities to how they align with other subject areas.	Candidates use the products-practices perspectives framework as the basis for planning and implementing cultural instruction. Uses multiple perspectives as a base for investigating other subject areas.
Notations				
Midterm:				
Final:				

	Level of Performance			
	<i>Unsatisfactory (U)</i>	<i>Basic (B)</i>	<i>Proficient (P)</i>	<i>Distinguished (D)</i>
8. Meaningful classroom interaction (ACTFL 3.a)	*Classroom interactions are primarily mechanical, stilted and lack a communicative focus.	Candidates use communicative activities as the basis for engaging students in meaningful classroom interaction. These activities and meaningful contexts are those that occur in instructional materials.	Candidates design activities in which students will have opportunities to interact meaningfully with one another. The majority of activities and tasks are standards-based and have meaningful contexts that reflect curricular themes and students' interests.	Meaningful classroom interaction is at the heart of language instruction. Candidates engage students in communicative and interesting activities and tasks on a regular basis. All classroom interaction reflects engaging contexts that are personalized to the interests of students and reflect curricular goals.

Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
9. Integration of standards into planning and instruction (CoEd 1.6,4.1, 4.2, 7.1, 7.2, 7.3; ACTFL 4.a, 4.b)	<ul style="list-style-type: none"> * uses only prepared teacher guide plans * lesson plans are incomplete and/or untimely * assessment for grading purposes only * no apparent connection between planning and ACTFL and state standards, performance guidelines, and (integrated performance) assessments. Instruction lack connection with and use of standards.	Candidates apply goal areas and standards (both national and state) to their planning to the extent that their instructional materials do so. Utilize standards in a basic way in their instructional approaches.	Candidates create unit/lesson plan objectives that address specific goal areas and standards (national and state). They design activities and/or adapt instructional materials and activities to address specific standards.	Candidates use the goal areas and standards of the <i>Standards for Foreign Language Learning</i> , as well as their state standards, to design curriculum and unit/lesson plans. Instruction embraces standards in meaningful ways.

Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
10. Formative and summative assessment models (ACTFL 5.a)	*Formative and summative assessments are not utilized, or utilized in an uninformed manner.	Candidates recognize the purposes of formative and summative assessments as set forth in prepared testing materials.	Candidates design formative assessments to measure achievement within a unit of instruction and summative assessments to measure achievement at the end of a unit or chapter. Student communicative abilities figure into their assessment planning.	Candidates design a system of formative and summative assessments that measure overall development of proficiency and communicative abilities in an ongoing manner and at culminating points in the total program.

Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)

11. Reflection and adjustment of instruction (CoEd 5.5, 9.1; ACTFL 5.b)	*Candidates do not reflect on completed student work and make no attempt at improving their own instruction based on recorded student shortcomings.	Candidates interpret assessments as correct/incorrect student responses even when reflecting upon holistic measures. Candidates use assessment results to conduct whole group remediation or review.	Candidates observe and analyze the results of student performances so as to discern both global success and underlying inaccuracies. Candidates use insights gained from assessing student performances to adapt, change, and reinforce instruction.	Candidates teach students to reflect upon their performances in both a global and analytical fashion. Candidates use assessment results as they work with students individually to help them identify the gaps in their knowledge and skills.
Notations				
Midterm:				
Final:				

	Level of Performance			
	<i>Unsatisfactory (U)</i>	<i>Basic (B)</i>	<i>Proficient (P)</i>	<i>Distinguished (D)</i>
12. Interpreting and reporting progress to students and stakeholders (CoEd 8.3; ACTFL 5.c)	*Student progress is not reported clearly or in standard ways. No communication with stakeholders is offered.	Candidates report student progress in terms of grades, scores, and information on discrete aspects of language or cultural facts. Provide baseline information to stakeholders.	Candidates interpret and report accurately the progress students are making in terms of language proficiency and cultural knowledge. They use the performances to illustrate both what students can do and how they can advance. Candidates report assessment results accurately and clearly.	Candidates identify ways of involving students in understanding testing procedures and scoring mechanisms so that students gain confidence in self-assessment and in planning for personal growth. Candidates report assessment results in a way that is tailored to particular groups of stakeholders.
Notations				
Midterm:				
Final:				

	Level of Performance			
	<i>Unsatisfactory (U)</i>	<i>Basic (B)</i>	<i>Proficient (P)</i>	<i>Distinguished (D)</i>
13. Demonstrates competence in continuing as a professional educator by using self-assessment, self-reflection, and/or inquiry techniques (CoEd 5.5, 9.1)	<ul style="list-style-type: none"> * does not appear open to new ideas or programs * does not accept constructive criticism or suggestions for development as a professional educator * does not reflect on growth or methods of improvement * does not reflect on teaching * does not adjust lessons based on feedback 	<ul style="list-style-type: none"> * does not take initiative to develop or become better prepared as a professional * attends only required meetings * shows little effort to improve through self reflections * has little or no dialogue with Mentor related to improvement of teaching * some adjustment of lessons based on feedback 	<ul style="list-style-type: none"> * is open to suggestions for professional development * seeks guidance of ways to continue developing as a professional educator * attends in-service workshops, conferences, trainings, etc. that will provide additional development as an educator * dialogues with Mentor for self reflection and evaluation * effort made to use reflective information to improve as an educator * adjusts lessons to show growth that is based on reflection of feedback 	<ul style="list-style-type: none"> * meets all proficient level expectations * actively seeks professional development * demonstrates leadership qualities by offering to share information from attending a meeting/workshop in professional settings * independent critical analysis of lesson for strengths and weaknesses through self reflection and feedback * shares reflections and coordinates with Mentor for most effective input into improvement of lessons and teaching
Notations				
Midterm:				
Final:				

**Student teaching Semester Evaluation
Reporting Form
Modern Language Education Majors
EDSE 4500, Spring Semester**

Resident's Name _____

Location of Student teaching: School: _____

City, State: _____

_____ Mid-Term Evaluation

_____ Final Evaluation

Mentor Teacher, please respond to each of the competencies with the appropriate rating, based on the rubric notations and your observations of this Student Teacher. Write in the appropriate score (D: Distinguished; P: Proficient; B: Basic; U: Unacceptable) for each outcome below.

1. Theories of learner development and instruction _____
2. Target language input _____
3. Adapting instruction to address students' language levels, language backgrounds
and learning styles _____
4. Integration of three modes of communication _____
5. Language acquisition theories _____
6. Evaluation, selection, creation, and adaptation of appropriate materials _____
7. Integration of cultural products, practices, perspectives and offers connection to other
subject areas _____
8. Meaningful classroom interaction _____
9. Integration of standards into planning and instruction _____
10. Formative and summative assessment models _____
11. Reflection and adjustment of instruction _____
12. Interpreting and reporting progress to students and stakeholders _____
13. Demonstrates competence in continuing as a professional educator by using self-assessment,
self-reflection, and/or inquiry techniques _____

Narrative Statement: The Mentor Teacher should also attach a narrative statement describing this person's competence as a beginning teacher in a comprehensive manner at this time in the student teaching experience.

Location of Student teaching:

School: _____

City, State: _____

Final evaluation is entered in an online assessment system. Signatures only needed in special circumstances when a physical evaluation is requested.

Complete by: _____ Date: _____

Signature of Mentor Teacher

_____ Date: _____

Signature of Student Teacher

Received by: _____ Date: _____

Signature of UW Faculty/Supervisor