

EVALUATION OF STUDENT TEACHING

1. Evaluation is expected to be continuous throughout the entire student teaching experience.
2. There will be at least five evaluation visits by University Supervisors during the student teaching semester. These visits are for the purpose of evaluation and counseling. Every attempt is made to observe the Student Teacher when new material is being presented.
3. Cooperating Teacher's function in the evaluation process according to procedures identified under the evaluation section of "Responsibilities of the Cooperating Teacher."
4. The final grade submitted to the Registrar for student teaching is based on a compilation of information received from University Supervisors and the Cooperating Teacher. The reports and the recommendation of the Cooperating Teacher are a vital part of the information that determines the grade. In addition, the Student Teacher's evidence of professional competence based on attendance in meetings, participating in seminars, his promptness, and adequacy of planning are all part of the grade determination.

Exercising due process in evaluation

The prime concern of the courts seems to be that supervisors exercise due process in the responsibility of evaluating Student Teachers. Due process is followed when the Cooperating Teacher does the following:

1. Review the evaluative instruments with the Student Teacher. This will include explaining your interpretation of each factor on the form, and expressing what you expect from the Student Teacher.
2. Provide specific observation times and maintain a log which includes the date, subject, and length of time of each observation. This should include logging all conferences.
3. Provide "feed-back" to the Student Teacher in the form of analyzing progress or lack of it. You are obligated to inform the Student Teacher of how well he/she is doing on a continuous basis. Evaluation must be continuous.
4. The federal Right of Privacy Act has certain stipulations for record keeping. According to the Buckley Amendment that became law on January 1, 1975, evaluations cannot be private and confidential unless the student waives his/her access rights.
5. The final evaluation should be reviewed with the Student Teacher.