

Student Teacher Handbook

BA & BAS Secondary Education

2024-2025



College of Education
School of
Teacher Education

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Welcome

Congratulations! What an exciting time as you start this important, final step of your teacher preparation program. This residency experience is the time for you to put theory into practice as you facilitate student learning and develop your skills as a professional.

This handbook, which also serves as the syllabus for EDEL 4500, provides critical information on a range of topics, from key contacts and dates to evaluation criteria. Please take time to carefully read all the information presented in this handbook. Much of the information has been updated to reflect changes in the program and to address frequently asked questions and updated policy changes.

Important Dates

Fall 2024 UW Secondary Student Teaching Dates

Starting Date: UW Student Teachers are required to begin their student teaching semester when their Mentor Teacher reports to school in August prior to the first day of school for students. Please find out when teachers are required to be in schools in your assigned district and write that date below.

My start date: _____

Midterm Evaluation due:	October 11, 2024 (Friday)
Final Evaluation due:	December 4, 2024 (Wednesday)
Last Day of Student Teaching:	December 6, 2024 (Friday)

Due date for submission of edTPA: Thursday, November 7, 2024

PLEASE NOTE: 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 Student Teaching.

Student Teachers are to adhere to the District Calendar for breaks and holidays, not the UW academic calendar.

- Student Teachers should not arrange for other vacation days (e.g., UW breaks or holidays)
- Student Teachers should not Request different/additional vacation days from Mentor Teachers except in cases of unusual circumstances, and then only with permission from their UW supervisor and Mentor Teacher. NOTE: A purchased ticket does not qualify as an unusual circumstance.

UW – Laramie Commencement: Commencement is typically the Saturday after finals week. Please reference <http://www.uwyo.edu/commencement/> for up-to-date information.

Spring 2025 UW Secondary Student Teaching Dates

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 2022, this may be January 3rd or 4th. Please find out when teachers are required to be in schools in your assigned district and write that date below.

My start date: _____

Midterm Evaluation due:	February 28, 2025 (Friday)
Final Evaluation due:	April 30, 2025 (Wednesday)
Last Day of Student Teaching:	May 2, 2025 (Friday)

Due date for submission of edTPA: Thursday, April 3, 2025.

PLEASE NOTE: 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 Student Teaching.

Student Teachers are to adhere to the District Calendar for breaks and holidays, not the UW academic calendar.

- Student Teachers should not arrange for other vacation days (e.g., UW breaks or holidays)
- Student Teachers should not Request different/additional vacation days from Mentor Teachers except in cases of unusual circumstances, and then only with permission from their UW supervisor and Mentor Teacher. NOTE: A purchased ticket does not qualify as an unusual circumstance.

UW – Laramie Commencement: Commencement is typically on a Saturday before or after finals week depending on the term. Please reference <http://www.uwyo.edu/commencement/> for up-to-date information.

Key Contact Information

UW Faculty or Supervisor

Name _____
Telephone _____ e-mail _____

Mentor Teacher(s)

Name _____
Telephone _____ e-mail _____

Name _____
Telephone _____ e-mail _____

District Facilitator (if applicable)

Name _____
Telephone _____ e-mail _____

School Principal

Name _____
Telephone _____ Fax _____

Additional Contacts

Director of Student Teaching

Elizabeth McMahan 307.766.6385 emcmaha2@uwyo.edu

Director, School of Teacher Education

Alan Buss 307.766.3468 abuss@uwyo.edu

Assistant Dean for Student Success

Christi Thompson 307.766.2230 christi.thompson@uwyo.edu

Academic Advisor Professional, Sr.

Jody Evans 307.766.2230 jody.evans@uwyo.edu

College of Education Placement Coordinator

Sarah Rundall 307.766.2230 sarahla@uwyo.edu

College of Education Commencement Coordinator

Britany Kathan 307.766.3343 bkathan@uwyo.edu

Center for Adv. & Career Services 307.766.2398

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

Student Teachers

As a student teacher you will have many responsibilities and opportunities to learn and grow as a professional. You have dedicated years to learn and develop skills to be a successful teacher. This is the time for you to showcase your strengths and improve weaknesses as well as learn and develop new skills. This section of the handbook will provide you with critical information to help you successfully complete your student teaching experience.

Student Teacher Responsibilities

Expectations for Student Teachers include:

- Reviewing the Student Teaching Handbook.
- Being aware of the required outcomes for successful completion of student teaching, including successful submission of edTPA portfolio for national scoring.
- Attending 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).
- Being aware of UW College of Education, School of Teacher Education, and College of Education Student Success Center policies and deadlines.
- Being aware of school district policies and building expectations.
- Demonstrating professional behavior and dress when interacting in a public school setting (classroom, district office, with parents, teachers' lounge, etc.).
- Refraining from cell phone for calls or texting during class time or when on an assigned duty (e.g., bus, recess, lunch, etc.). Also, being 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.
- Developing a close association with the Mentor Teacher and taking advantage of their professional knowledge and experiences.
- Preparing and teaching assigned lessons with proficiency.
- Accompanying 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 their responsibility.
- Working with your Mentor Teacher to develop a classroom management plan congruent with their procedures and expectations.
- Recognizing and acknowledging the Mentor Teacher as the ultimate authority within the classroom.
- Respecting and following the order of organizational lines in case of problems: (1) Mentor Teacher, (2) UW Faculty/Supervisor, (3) district facilitator, if available (4) Director of Student Teaching.
- Becoming familiar with the students in your classes and any special needs.
- Adapting to, rather than trying to change, the classroom culture supported by the Mentor Teacher.

- Being aware of and sensitive to the values and expectations of the school and the community it serves.
- Modeling appropriate communication skills by using standard English grammar and language.
- Engaging in frequent self-evaluation and accept constructive criticism and suggestions that support your professional and personal growth.
- Safeguarding the dignity of any student, parent, or colleague.
- Working 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.
- Maintaining confidentiality regarding pupils and other school personnel. This is a professional responsibility ... not a social interaction.
- Being in and early to school every day.
- Understanding that you are a guest in this school building, the district, and the community.
- Demonstrating behaviors in ALL settings that reflect your final transition to in-service teaching.

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>

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 EDEL 4500 with the instructions provided by the College of Education Student Success Center. *Student teachers at UW-Casper will register through the UW office in that region.*

Early in the Student Teaching Semester

- ___ Review responsibilities and timelines outlined in this handbook.
- ___ Develop a tentative semester plan with your 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.
- ___ Schedule mock interview with the principal and the interview team.
- ___ Download licensure applications from the PTSB or other state's licensing agency.
- ___ Send your Institutional Recommendation (IR) request to the College of Education Student Success Center.

End of the Semester

- ___ Submit edTPA on or before the deadline dictated by your UW Supervisor.
- ___ Complete a professional portfolio.
- ___ Complete mock interview.
- ___ Read and review the Final Student Teaching Evaluation with your mentor teacher.

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 your mentor teacher.

If Difficulties Arise

- Discuss the problem(s) **immediately** with the Mentor Teacher if appropriate.
Always contact UW Faculty/Supervisor.
- 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. The call to the UW Faculty/Supervisor may come from the Student Teacher, the Mentor Teacher, or a District Facilitator.
- In the following districts Mentor Teachers/Student Teachers may contact the District Facilitator as the liaison with UW Faculty/Supervisor:
 - Albany #1
 - Denver Public Schools
 - Fremont Districts
 - Laramie #1
 - Natrona #1
 - Sheridan #2

- Southwestern Region (Sweetwater #1 & #2, Carbon #1 & #2, Uinta)

Co-Teaching Model

The UW College of Education expects that student teaching will be a co-teaching experience with both Mentor Teacher and resident sharing responsibility for planning, instruction, and students' learning.

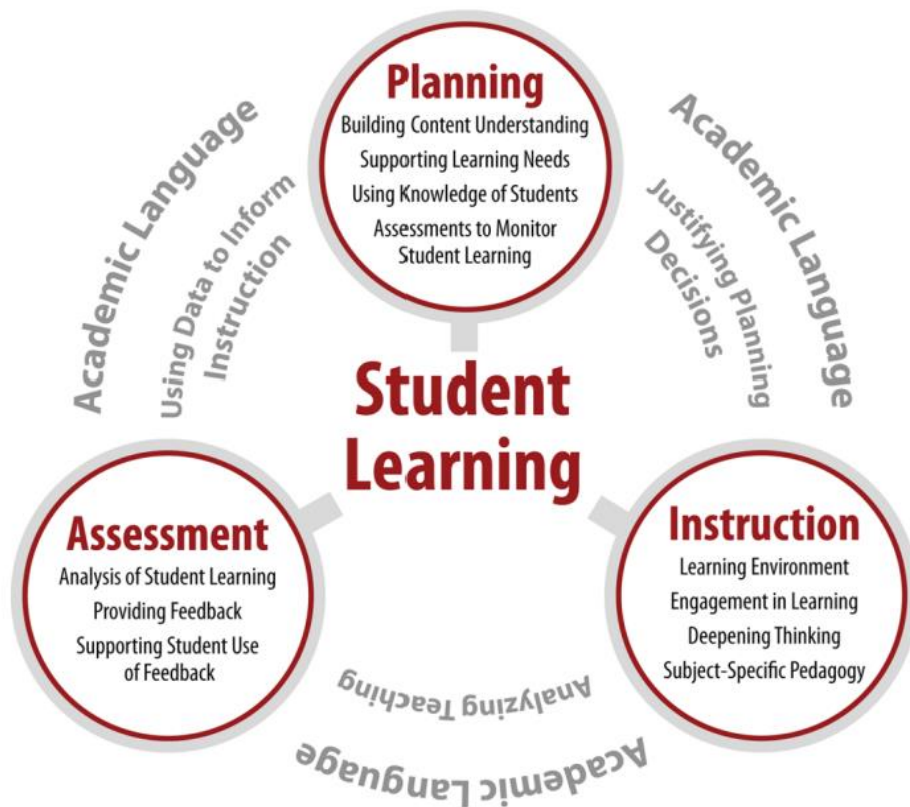
Student Teachers gradually assume increasing responsibilities in their assigned classroom(s), experiencing the excitement of teaching and learning as well as meeting the challenges of complex professional expectations. During this semester, Student Teachers will demonstrate for the other members of the educational team that the outcomes listed in evaluation rubrics have been met.

- Student 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 various times and in various 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 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.**

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 student teachers plan and teach a learning segment of 3-5 connected lessons, videotape all or portions of this teaching, assess their students' work, provide feedback to support continued student progress, and reflect on the effectiveness of their teaching practices throughout. Trained evaluators then score these assessments.

Students will receive information about the edTPA from their Wyo-course shell, UW faculty, their supervisor, and the Director of Student Teaching.

Potential Student Teaching Experiences

This list includes experiences for which you may be responsible. 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. Your participation in these experiences help to fulfill desired outcomes on the midterm and final evaluations. This list is provided as examples of experiences. Other reasonable and appropriate opportunities may be provided to fulfill and/or enhance the Student Teacher experience. The Mentor Teacher could ask the Student Teacher to:

- Participate with the Mentor Teacher in all assigned duties.
- Plan daily, weekly, and unit lessons.
- Discuss with the Mentor Teacher and employ a variety of teaching methods.

- Discuss individual student needs with the Mentor Teacher and other appropriate support personnel.
- Plan and guide class discussions.
- Use maps, charts, and other instructional media to support instruction.
- Prepare supplementary teaching materials for lessons as needed, e.g. videos, web links, activities.
- Locate available visual, reference, and other teaching materials.
- Use technology to support or extend student learning in the classroom.
- Participate in an IEP meeting.
- Attend faculty meetings.
- Participate in the resolution of disciplinary problems.
- Provide or assist in interventions for students who are having difficulties.
- Learn school policies: attendance, discipline, emergencies, accidents, signing in/out of the building, etc.
- Become familiar with cumulative records and federal privacy laws for children.
- Become familiar with school improvement goals.
- Become aware of the agencies in the school district and community that provide specialized services for students.
- Learn the referral process for students needing help in speech, special education, reading, math, etc.
- Construct, administer, grade, and provide feedback for a variety of student assessments.
- Develop rubrics for the assessment of student projects.
- Grade student work in a timely manner and provide appropriate feedback.
- Keep records of homework and grades using digital options whenever possible.
- Analyze sets of assignments to make decisions about adjusting instruction.
- Discuss assessment results with students as a group, as individuals, and with parents.
- Write brief narrative reports of student progress.
- Assist with reporting grades.
- Participate in parent conferences.
- Help plan a field trip.
- Work with faculty and/or parent committees.
- Attend PTA/PTO meetings.
- Attend a school board meeting.
- Attend a professional organization meeting (WEA, IRA, NCTM, etc.).

We recommend that you keep a log of all your student teaching experiences or mark them on the rubric under the appropriate category.

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.).

**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 YOUR RESPONSIBILITY to be aware of and meet all evaluation criteria and deadlines.***

Possible Professional Portfolio Contents

Begin preparing for job interviews by developing a professional portfolio. Work with your mentor teacher, and if possible, your principal, to identify relevant materials for your portfolio. Contents could include the following:

- A one-page resume prepared for job interviewing or applications.
- The letter of reference from your Mentor Teacher(s) that is part of your final evaluation of student teaching.
- A current copy of your WyoWeb transcript.
- Statement of your teaching philosophy and professional qualities (one page) and/or the belief matrix.
- Outline of a unit developed and taught by you during the student teaching semester.
- Lesson plan developed and taught by you during student teaching (may include samples of student work and comments/feedback from your Mentor Teacher).
- Documentation of computer/technology skills.
- Copy of the final evaluation from your student teaching.
- Letters of recommendation from individuals ***other than the Mentor Teacher*** that are *testament to your professional capabilities*.
- Letter of recommendation from your UW Faculty/Supervisor at the end of the semester.

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 they are 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.

Curriculum • What is the importance of aligning curriculum with WYCAS standards? • Where are my opportunities to integrate my curriculum with other content areas?	School as a Community • What characteristics contribute to a school being a worthwhile community? • How can I use democracy as a platform to develop community in my classroom?	Technology • What specific technology skills do I currently have? • What examples do I have of using technology to support or enhance instruction in my classroom?
Classroom Management • 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)?	Assessment • 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?	Instructional Strategies • 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?
Parent Involvement • 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?	Personal Strengths • 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?	Professional Development • 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?

Belief Matrix* of [insert student teacher name here] (Created by S. Perry, K. Von Krosigk, & B. Berube, 2000)

Policies and Procedures

Attendance

- Student teachers are expected to report to their assigned classrooms according to the calendar in this handbook in conjunction with the district's academic calendar.

Student teachers should check with their mentor teachers well in advance to determine the start date for their assigned districts.

Student teachers are expected to participate in professional development activities with their mentor teachers. Please check with your mentor teacher about dates and if there are in-service or other professional activities planned before classes convene.

Student teachers are to adhere to the District Calendar for breaks and holidays, not the UW academic calendar.

- Student teachers should not arrange for other vacation days (e.g., UW breaks or holidays)
- Student teachers should not request different/additional vacation days from mentor teachers except in cases of unusual circumstances, and then only with permission from their UW supervisor and mentor teacher.
 - NOTE: A purchased ticket does not qualify as an unusual circumstance.
- Daily on-time attendance is expected during student teaching except during illness or an emergency. The UW Supervisor must be informed of all illnesses and emergencies in a timely fashion.
- University regulations govern student absences during the student teaching semester.
- **Student teachers are allowed up to four (4) sick/personal days during student teaching. Any days beyond that must be made up at the end of the 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 student teachers are the teacher of record for that classroom preparing for a substitute).
- Extended absences will be made up according to the timeframe set by the Mentor Teacher and the UW Faculty Supervisor.

Substituting, Coaching, and Other Employment During Student Teaching

These policy statements are intended to maximize focus on the educational aspects of the student teaching semester. Additionally, it clarifies the criteria and process for considering requests related to opportunities that result in monetary gain paid by a

district to a student teacher during the student teaching semester. Student teachers, school administrators, mentor teachers, clinical faculty, UW Supervisors, UW faculty, and staff in the College of Education Student Success Center are expected to abide by these policies.

Substituting

There may be occasions when a student teacher's mentor teacher will be absent, and the student teacher is asked to assume responsibility for the classroom as a paid substitute. Student teachers may be considered for substitute teaching under the following conditions:

- The student teacher has a valid Wyoming substitute permit.
- The mentor teacher recommends the student teachers for the substitute responsibility.
- The substitute assignment is in the student teacher's assigned classroom.
- Another faculty member (or building administrator) with close physical proximity to the student teachers' classroom assumes supervision of the student teacher.
- The student teacher receives pay according to the standard rate.

You are able to decline the substitute opportunity without penalty.

- ***The maximum number of days substituting does not exceed ten (10). Exceptional circumstances may warrant additional days but can only be granted through an additional approval process (see below).***

It is the responsibility of the student teachers to notify their 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 ten days under this additional policy:

- The building principal must submit a written request for approval (emails are acceptable) to the Director of Student Teaching, Elizabeth McMahan (emcmaha2@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. acknowledgement that the student teacher 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 they return; and
- e. signature/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 of Student Teaching will notify the principal, the student teacher, relevant district placement personnel, and the UW Faculty/Supervisor of the approval or denial of the request.

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 student teachers 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:

- a. The experience should **DIRECTLY** relate to the student teaching assignment and level.
- b. 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.
- c. 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.
- d. 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 volunteers. No student teacher may be engaged in any paid opportunities without a specific request from the district and written approval from the Director of Student Teaching.

Employment Status During Student Teaching

“The Student Teacher, during his/her 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).

Failure to Follow these Policies and Procedures

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.

Mentor Teachers Roles and Responsibilities

The College of Education deeply appreciates those classroom teachers who give of their time and expertise to nurture new teacher professionals. They provide a great service to the districts, the UW College of Education, the state of Wyoming, and the profession. This section provides critical information on their responsibilities and will help you have a successful mentor teacher experience.

Expectations for Mentor Teachers include:

- Reviewing the applicable online modules for mentor teachers. Additional details will be shared by email.
- Attending the preparation meeting along with Student Teachers (typically mid-late in the semester prior to student teaching).
- Serving as a role model and coach for Student Teachers.
- Assisting the Student Teachers in planning and preparing lessons, teaching, and assessing student learning.
- Debriefing and providing feedback on lesson plans, teaching, assessment, professionalism, and classroom management practices.
- Providing continuous coaching (including praise and constructive criticism) that supports the professional growth of the Student Teachers through the entire student teaching experience.
- Providing time and support for Student Teachers as they complete the edTPA (a teacher performance assessment – see below for additional info).
- 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.
- Contacting the UW Faculty/Supervisor with any questions or concerns at any time during the semester.
 - Create a documentation of efforts to address all student teacher difficulties along with mentor teacher attempts at remediation of these concerns.

Documenting Outcomes/Evaluations:

- Accepting primary responsibility for **classroom supervision** and **evaluation** of the daily performance of Student Teachers by
 - Making notations on the Student Teacher's rubric to document completion of outcomes.
 - 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.
- Evaluations are required at midterm and semester end. ***Please see the calendar at the beginning of this Handbook for due dates.***

- Mentor Teachers will submit all evaluation forms online. Information and directions will be e-mailed to all Mentor Teachers.
- The narrative statement portion of the final evaluation may take 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 they 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.

District Facilitator Roles and Responsibilities

Some of our placement districts have a person designated as the District Facilitator. These people are employed by the UW College of Education with their primary responsibility to serve as a liaison between the School of Teacher Education and district administration and faculty.

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

- Convene meetings (as appropriate) to ensure broad communication.
- Make classroom visits to complement UW faculty/supervisor visits.
- Act as the "point of contact" for mentor teachers and student teachers to provide first level mediation and communicate with appropriate UW Supervisor and district administration on all matters.
- Arrange for regular meetings/seminars with student teachers at that site as requested/needed.
- Collect assessment/evaluation data or other student teacher data as requested.
- Prepare newsletters and/or periodic updates that will be shared across the district and the CoE regarding student teaching activities and accomplishments.
- Be knowledgeable of existing agreements between the district and the CoE and impartial in interpreting those agreements.
- Be knowledgeable and supportive of the Wyoming Teacher Education Program including the unique aspects of the elementary and secondary education programs.
- Provide support for logistics of all district site activities.

Supervisor Roles and Responsibilities

The UW Supervisor has the responsibility of coordination between the School of Teacher Education and the placement school in all matters that involve the UW Student Teacher and the assigned Mentor Teacher. They are responsible to the College of Education 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. Some of our UW Supervisors are not faculty members at the university. Supervisors who are not faculty members are retired master teachers and administrators from districts across the state.

- 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 either in person or by electronic means to check in, conduct observations, or address concerns.
- Create a log of brief written summaries of these observations and conferences with the student teacher and/or the mentor.
- 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 and midterm growth plan, and final evaluation.
- Assign the final grade for the completion of EDSE 4500.

Getting a Job

Licensure Disclosure Information

You have entered a program that contains a licensure component.

This means that after finishing the degree program you may be required to take and pass an examination and then apply to a state licensing board for licensure before applying for jobs in Wyoming and across the United States.

We strongly recommend that you do apply for your Wyoming teaching license, even if you anticipate teaching in another state. Wyoming is part of the State Authorization Reciprocity Agreement (SARA) and is a compact state, this means that we have a reciprocity agreement with most U.S. areas. Generally, it is significantly easier to obtain another state's teaching license if you already have your Wyoming license. It will be your responsibility to seek out other states' licensing requirements if you plan to work there.

Please see the website at <https://www.uwyo.edu/stateauth> for any more information and contact your degree program or Compliance and Review Specialist, Erika Helgeson atehelgeso@uwyo.edu, for more information on state authorization and licensure.

Praxis II Information

Praxis testing requirements for initial licensure to teach in Wyoming have been revised by the Wyoming Professional Teaching Standards Board (PTSB). 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 UW Student Teachers take a Praxis exam?

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

What exam do I take?

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

Test Name and Number	Required Passing Score
Praxis II: Social Studies: Content Knowledge (5081/0081)	158

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 the Methods semester 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, there are a variety of locations where you can take this exam. You do not have to take the test at a Wyoming testing site. If you are on the UW Laramie campus, you can take the test at the UW Testing Center. Go to the ETS website for more information.

How much does the exam cost?

The cost for the Praxis exam varies depending on if you take the multiple subjects exam (#5001) or if you take each Elementary subject subtest individually. Go to the ETS website for more information.

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 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 PTSB) for B.A. and Graduate Certificate licensure Students:

1. Go to the Professional Teaching Standards Board (PTSB) website: [Applications - Wyoming Professional Teaching Standards Board \(wyomingptsb.com\)](http://Applications-WyomingProfessionalTeachingStandardsBoard(wyomingptsb.com)) and download the application packet. Select either **License (Initial or Reinstatement) or Add Endorsement to an Existing License**.
2. Fill out Section I of the page labeled “Institutional Recommendation”
3. Complete a brief University of Wyoming College of Education application for an Institutional Recommendation (IR) here: https://bit.ly/UW_IR
4. At the bottom of the application page, you can drag and drop your IR.
5. If you have any trouble submitting your application, you can send your IR to the College of Education Student Success Center (CoESSC) at UW. You may email it to edquest@uwyo.edu, or mail it to the College of Education Student Success Center, Dept. 3374, 1000 E. University Ave., Laramie WY 82071.
6. The College of Education Student Success Center checks your transcript to ensure the required courses have been completed. If the IR is for an endorsement program, the IR request must be approved by a faculty member in the appropriate department.
7. Upon department verification, the CoESSC then completes the Institutional Recommendation (IR) portion of the PTSB application packet and sends it to the PTSB as well as a copy to you.
8. Send the rest of your completed application and any other required documentation, fee(s), etc. as specified in the instructions to the Wyoming PTSB, wyoptsb@wyo.gov.

For licensure in other states:

1. Complete a brief UW College of Education application for an IR here: https://bit.ly/UW_IR.
2. Download the application for teacher licensure from the target state’s Board of Education or Certification/Licensure website.
3. Complete the form as requested and send a copy of the Standard Certification/Institutional Recommendation form to the College of Education Student Success Center, Dept 3374, 1000 E. University Avenue, Laramie, WY 82071.
4. If required for certification 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 or through WyoWeb under Student Records.

5. If any questions arise regarding the document for out-of-state licensure, you should contact that state's Certification/Licensure Office to clarify details.
6. Official transcripts from other colleges or universities you may have attended should be ordered directly from those institutions.

Licensure FAQ

Should I send the Institutional Recommendation to the College of Education Student Success Center (CoESSC) 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 CoESSC forward the Institutional Recommendation on to the PTSB? If I include an envelope with postage affixed addressed to PTSB can the CoESSC 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 CoESSC 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 CoESSC 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 CoESSC 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.

When will my Institutional Recommendation be completed?

The CoESSC Office cannot complete your IR until your degree has been posted to your transcripts. The Registrar's Office has 30 days from the day final grades are due to award degrees.

Who should I contact with my question?

- If you have questions regarding the Institutional Recommendation, please call the College of Education Student Success Center 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.

Resume and Job Postings

The University of Wyoming's ACES (Advising, Career, and Exploratory Studies) Center is available to support you in developing your resume.

- through its website: <http://www.uwyo.edu/aces/career-services/index.html>
- by telephone at (307) 766-2398
- 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>

Wyoming Teacher Job Fair

The Advising Career Services Exploratory Studies (ACES) Center sponsors the UW Teacher Fair each Spring semester. This opportunity provides our student teachers access to hundreds of job opportunities with most of the Wyoming school districts, as well as districts and schools from other states. More information about the UW Teacher Fair can also be found on the ACES website.

You are provided with up to two professional development days to attend the Teacher Fair depending on their travel situation. In addition, students can use additional professional development days to attend job interviews. These days need to be pre-approved by their UW Supervisor.

You should plan to work with your mentor teacher and UW Supervisor to develop appropriate resumes and other job search materials. Opportunities, such as job preparation seminars or mock interviews with school district personnel, may be provided for you during residency. The CoESSC highly recommends that you participate if these events should they be offered in your district.

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.

Evaluation

Midterm Evaluation Rubric and Growth Plan for Secondary Education

At the halfway point of student teaching, your mentor teacher should complete the midterm assessment with you. The purpose of the midterm is to determine where you are experiencing success, and where you might be having difficulties.

The guiding presupposition of this midterm is that ALL student teachers can continue to demonstrate growth throughout the entirety of their student teaching experience. This rubric lists the outcomes the student teacher must fulfill to complete the student teaching semester. Each outcome has a description of behaviors indicating the levels of performance.

MIDTERM RATINGS:

There are two levels of performance, 1) Unsatisfactory and 2) Basic/Beyond. The N/A option is available for skills/behaviors that have yet to be observed, e.g., participating in parent-teacher conferences.

At the midpoint of the semester, it is common for students to be at the Basic level in multiple outcomes.

If there is an “Unsatisfactory” in any category it is critical for you to mark this rating and identify the areas for growth. Marking any outcome as Unsatisfactory will trigger an email with the Director of Student Teaching so that steps can be determined to support you as a student in working toward success with your mentor teacher. This may include remediating and/or intervening through a formal Student Success Plan.

There are three steps to this midterm:

- 1) The mentor teacher will complete the rubric using either “Unsatisfactory” or “Basic and Beyond” or “N/A.”
 - If the student is meeting the “Basic and Beyond” descriptor as written, the mentor teacher will click on the box for “Basic and Beyond.”
 - If the student is not meeting the outcome as written, please assess the student as “Unsatisfactory.” Any assessment of “Unsatisfactory” must be accompanied by comments to explain the existing issues.
 - If the student teacher has not yet had the opportunity to perform on a specific category, the mentor teacher should choose “N/A.”
- 2) Create Growth Goals. For this section, in collaboration with the mentor teacher, you will choose 3-5 specific categories that will serve as your growth goals.
 - If the student teacher has an Unsatisfactory in any area(s), that category, or those categories, should be included here.

- 3) Write a plan for addressing Growth Goals. Once the growth goal categories are selected, mentor and student teachers will collaboratively write a plan for addressing those goals during the remainder of student teaching.
- This collaboratively drawn plan will be made available to the supervisor, who will use it for the remaining part of the semester to inform observations and assistance.

This process gives mentor and student teachers as well as supervisors more information about the student teacher's strengths and weaknesses. Additionally, it helps to create a plan for all student teachers during the second half of student teaching.

Final Evaluation Rubric for SEcondary Education

The rubric provides descriptions of the outcomes each Student Teacher must meet to successfully complete the student teaching semester. Each outcome has a description of behaviors indicating levels of performance. Some outcomes have multiple subparts.

FINAL GRADE

- Evaluations in conjunction with their classroom observations, submission of edTPA and any other assignments given by the supervisor determine a student teacher's final grade.
- 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 Final Student Teaching Evaluation.
 - Ratings of “Unsatisfactory” or “Basic” should be accompanied by documentation of efforts to remediate these areas.
 - If a student receives 4 or more basics there may be an additional assignment required to complete the residency course. Determinations of additional assignments are a collaborative process between the Director of Student Teaching, the Supervisor, and the Mentor Teacher.
- All evaluations will be submitted online. Your mentor teacher will be able to access this form through an email link.

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

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	27
2. English	37
3. Mathematics.....	47
4. Science.....	58
5. Modern Languages.....	70

**AGRICULTURE, CAREER AND TECHNICAL EDUCATION, SOCIAL STUDIES
AND K-12 ART**

	<i>Level of Performance</i>			
	<i>Unsatisfactory (U)</i>	<i>Basic (B)</i>	<i>Proficient (P)</i>	<i>Distinguished (D)</i>
1. Knows and models professional ethics and behavior (CoE 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:				
	<i>Level of Performance</i>			
	<i>Unsatisfactory (U)</i>	<i>Basic (B)</i>	<i>Proficient (P)</i>	<i>Distinguished (D)</i>
2. Effective work with diverse learners (CoE 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 (CoE 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: * 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	* 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
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
4. Content-Specific Pedagogy (CoE 1.6)	*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	* 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	* 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	* 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 (CoE 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 (CoE 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 * cooperative teaching for benefit of learner occurs as needed * open communication that promotes creative planning * assessment informs instruction and planning * chooses appropriate supplementary materials	* 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 (CoE 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 (CoE 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 (CoE 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 (CoE 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 (CoE 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 (CoE 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) (CoE 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			
	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 (CoE 10.1)	* 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	* 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	* 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.)	* 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 (CoE 5.5, 9.1)	* 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	* 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	* 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	* 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:				

ENGLISH

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

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
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 for 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:				
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	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
4. ELA pedagogy, research, and theory COE 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 NCTE Standard 4.1, 3.7.1, 2.4	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:				

	Level of Performance			
	Unsatisfactory(U)	Basic (B)	Proficient (P)	Distinguished (D)
5. Discussion and language use COE 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 NCTE Standard 4.5, 4.7	Candidate shows no ability to engage students in meaningful discussions for the purposes of interpreting and evaluating ideas 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.	Candidate shows limited ability to engage students in meaningful discussions for the purposes of interpreting and evaluating ideas 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.	Candidate frequently engages students in meaningful discussions for the purposes of interpreting and evaluating ideas 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.	Candidate assists students in discussion and dialogue by making explicit for all students the speech and related behaviors 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 COE 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 NCTE Standard 4.8, 4.9	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:				
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	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
7. Interdisciplinary and integration COE 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 NCTE Standard 2.5, 2.6	Candidate shows a lack of understanding of how the ELA curriculum, teachers, students, and education in 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.	Candidate shows some ability to assist students in making meaningful connections between the ELA curriculum and 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.	Candidate frequently assists students in making meaningful connections between the ELA curriculum and developments in culture, society, and education. Candidate frequently engages students in activities that demonstrate the role of arts and humanities in learning.	Candidate consistently assists students in making meaningful and creative connections between the ELA 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:				

	Level of Performance			
	Unsatisfactory(U)	Basic (B)	Proficient (P)	Distinguished (D)
8. Print and nonprint media and technology COE 6.5 NCTE Standard 3.6.1, 3.6.2, 3.6.3, 4.6	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:				

	Level of Performance			
	Unsatisfactory(U)	Basic (B)	Proficient (P)	Distinguished (D)
9. Assessment COE 1.6, 4.1, 4.2, 7.1, 7.2, 7.3 NCTE Standard 4.10	Candidate fails to use both formal and informal assessment activities and 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.	Candidate shows limited ability to integrate assessment into 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.	Candidate frequently integrates assessment into instruction by using 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.	Candidate consistently integrates assessment into 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:				

	Level of Performance			
	Unsatisfactory(U)	Basic (B)	Proficient (P)	Distinguished (D)
10. Legal rights and responsibilities, safety rules, and emergency situations COE 10.2	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 COE 7.4, 9.2	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.
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory(U)	Basic (B)	Proficient (P)	Distinguished (D)
12. Working with parents/guardians COE 8.3	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.
Notations				
Midterm:				
Final:				
13. Knowledge of human growth and development COE 4.2	Candidate uses developmentally inappropriate activities and/or assignments for diverse learners.	Candidate uses developmentally appropriate activities and/or assignments only in consultation with Mentor.	Candidate independently uses developmentally appropriate planning and teaching to accommodate diverse learners' cognitive and interest levels.	Candidate independently uses developmentally appropriate planning and teaching to 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:				

	Level of Performance			
	Unsatisfactory(U)	Basic (B)	Proficient (P)	Distinguished (D)
14. Oral and written communication skills COE 6.2, 6.4	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:				

MATHEMATICS

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
1. Knows and models professional ethics and behavior (CoE 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 (CoE 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			
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	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
3. Positive and effective classroom management (CoE 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: * 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	* 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
Notations				
Midterm:				
Final:				
	Level of Performance			

	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
4. Content-Specific Pedagogy (CoE 1.6)	*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	* 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	* 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	* 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			
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	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 (CoE 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 (CoE 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 * cooperative teaching for benefit of learner occurs as needed * open communication that promotes creative planning * assessment informs instruction and planning * chooses appropriate supplementary materials	* 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 (CoE 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
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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 (CoE 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 (CoE 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 (CoE 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 (CoE 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:				
12. Appropriate use of technology (CoE 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) (CoE 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 empathize 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			
	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 (CoE 10.1)	* 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	* 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	* 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.)	* 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 (CoE 5.5, 9.1)	* 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	* 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	* 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	* 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	Unsatisfactory	Basic	Proficient	Distinguished
16. Communicates mathematical thinking both orally and in writing	Poor use of mathematical language and organization obscures key ideas.	Imprecision in use of mathematical language hampers candidate explanations. Mathematical ideas become clouded by language use. Organization can confound the idea.	Mathematical language is used in explaining ideas but precision is not as detailed. Ideas can be explained mathematically. Organization is acceptable.	Mathematical language is used to express ideas precisely. Ideas are enhanced because of the care taken to use mathematical language. Organization is elegant.
Notations				
Midterm:				
Final:				
17. Analyses and evaluates the mathematical thinking and strategies of others	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.	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 normally evaluates others mathematical thinking but does not fully explore the strategies of students to ascertain understandings and conceptions. These evaluations inform the teaching.	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.
Notations				
Midterm:				
Final:				
18. Mathematical Problem Solving is used to build conceptual understanding	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.	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 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 expertly lead classes in mathematical problem solving. Focus is on in-depth conceptual understandings. Students are expected to develop and test generalizations.
Notations				
Midterm:				

SCIENCE

	Level of Performance			
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	<i>Unsatisfactory (U)</i>	<i>Basic (B)</i>	<i>Proficient (P)</i>	<i>Distinguished (D)</i>
1. Knows and models professional ethics and behavior (CoE 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:				
2. Effective work with diverse learners (CoE 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 (CoE 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: * 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	* 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
Notations				
Midterm:				
Final:				

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
4. Content-Specific Pedagogy (CoE 1.6)	*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	* 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	* 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	* 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 (CoE 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 (CoE 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 * cooperative teaching for benefit of learner occurs as needed * open communication that promotes creative planning * assessment informs instruction and planning * chooses appropriate supplementary materials	* 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)
6. Alignment of instructional strategies and assessment with standards and the needs of the learner (CoE 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 * cooperative teaching for benefit of learner occurs as needed * open communication that promotes creative planning * assessment informs instruction and planning * chooses appropriate supplementary materials	* 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)
8. Consideration of legal rights and responsibilities and safety rules and emergency situations (CoE 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 (CoE 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 (CoE 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 (CoE 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 (CoE 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) (CoE 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			
	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 (CoE 10.1)	* 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	* 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	* 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.)	* 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 (CoE 5.5, 9.1)	* 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	* 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	* 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	* 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:				

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).	* does not responsibly follow legal and ethical precedents for the welfare of students in the science classroom	* 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	* Always follows the legal and ethical precedents for the welfare of students in the science classroom	* 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).	* does not responsibly establish and follow procedures for the safe labeling, handling, storage and disposal of chemicals, and other materials OR *does not keep MSDS readily available or currently maintained	* establishes and follows procedures for the safe labeling, handling, storage and disposal of chemicals, and other materials AND *maintains up-to-date and readily available MSDS files for all materials used in the classroom	* establishes and follows procedures for the safe labeling, handling, storage and disposal of chemicals, and other materials AND *maintains up-to-date and readily available MSDS files for all materials used in the classroom AND *stays informed of potential hazards and legal concerns. Communicates them to other teachers to maintain a school environment free of potential problems	* meets all proficient level expectations * attends policy meetings offered by the school district * demonstrates leadership qualities by offering to share information from attending a meeting/workshop in professional settings
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).	* does not responsibly plan, practice or enforce safety procedures in all activities in the classroom OR *is unaware of actions to take during an emergency and to prevent or report an emergency OR *Fails to appropriately respond to hazardous situations once identified	* plans, practices and enforces safety procedures in all activities in the classroom AND * knows actions to take during an emergency and to prevent or report an emergency AND * appropriately responds to hazardous situations once identified	* consistently plans, practices and enforces safety procedures in all activities in the classroom AND * demonstrates in the classroom that safety is a priority in science AND * appropriately responds to hazardous situations once identified AND * takes actions to prevent hazards and communicates needs and potential problems to administrators	* meets all proficient level expectations * attends policy meetings offered by the school district * demonstrates leadership qualities by offering to share information from attending a meeting/workshop in professional settings
Notations				
Midterm:				
Final:				

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

MODERN LANGUAGES

	Level of Performance			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
1.Theories of learner development and instruction (CoE 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 (CoE 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 appropriate materials (ACTFL 4.c)	*Uses materials in an uninformed and illogical manner. Shows no understanding of material use in realizing learning goals and objectives.	Candidates base their selection and design of materials on short-term instructional objectives more than on standards and/or curricular goals.	Candidates use their knowledge of standards and curricular goals to evaluate, select, and design materials, including visuals, realia, authentic printed and oral materials, and other resources obtained through technology.	Candidates base their selection and design of materials on the standards philosophy 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			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
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			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
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 (CoE 1.6,4.1, 4.2, 7.1, 7.2, 7.3; ACTFL 4.a, 4.b)	* 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 (CoE 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			
	Unsatisfactory (U)	Basic (B)	Proficient (P)	Distinguished (D)
12. Interpreting and reporting progress to students and stakeholders (CoE 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			
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	<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 (CoE 5.5, 9.1)	* 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	* 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	* 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	* 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:				

