



FINAL EVALUATION OF STUDENT TEACHING GUIDELINES FOR PREPARATION

PURPOSE

Student Teaching is the capstone experience in the Miami University program of teacher preparation leading to licensure as a teacher in the state of Ohio. Hence, the purpose for conducting a final evaluation is to render a summative judgment of “satisfactory” or “unsatisfactory” on performance upon conclusion of a student teaching placement. The result of the evaluation is two-fold: a final written report and completion of the on-line midterm and final checklist evaluation (see enclosed sample checklist).

PROCESS

The cooperating teacher prepares the final evaluation in cooperation with the university supervisor and with reference to data compiled throughout the student teaching experience, including the midterm evaluation and notes from observations and conferences with the student teacher.

During the last few days of full-time student teaching, the cooperating teacher and supervisor meet to discuss the final evaluation. It is helpful for both to bring their notes to this session and to approach the discussion as a preliminary to preparing the final report.

Following this discussion, the cooperating teacher should prepare a draft of the written report and share it with the supervisor for review and follow-up discussion, either by telephone, e-mail, or in person. During this discussion, the cooperating teacher and supervisor should agree on the wording of the written report and the process of engaging the student in a three-way evaluation conference.

Once the conference is completed, the report should be finalized and signed by the cooperating teacher and the university supervisor. The supervisor then delivers the final written report and grade to the Office of Student Teaching and Field Experiences for processing prior to its filing in the Office of Career Services.

In the unlikely event of a disagreement between the supervisor and cooperating teacher on the written report, the supervisor does not sign the final evaluation but prepares and submits a parallel report to the Office of Student Teaching and Field Experiences.

The cooperating teacher takes the lead in the three-way evaluation conference. Success depends on the elimination of surprises. The supervisor and cooperating teacher achieve a consensus on the final report. However, if they are not in total agreement on the report, they should at least agree on the most positive manner in which to discuss the evaluation of the student teacher. The discussion should be friendly, informative, and professional. The student teacher is entitled to know her or his strengths and weaknesses and the rationale supporting each judgment described in the report. Any major deficiencies should be identified at or before the midterm evaluation to give the student teacher ample time to improve.

ITEMS FOR CONSIDERATION

The evaluation of student teaching is a complex task requiring knowledge of teaching and learning, close observation and analysis, clarity in communication, and the ability to project a sense of care and respect for the person being evaluated. The person being evaluated is a *student* teacher, not an experienced teacher. High standards are appropriate, but fairness is essential. If the student is being held to a high standard, the standard should be reasonable and the student needs to know what is expected early in the student teaching experience and should be provided with appropriate feedback and support in order to have an opportunity to attain the standard.

The final evaluation report becomes a part of the permanent records of the student. A copy is placed in the student's placement file and is then available for review by prospective employers as arranged by the student teacher.

Narrative - Contents

Description of the Student Teaching Performance - The cooperating teacher describes the strengths and weaknesses observed in the student teacher throughout the student teaching placement. The cooperating teacher can use descriptions of specific instances to illustrate particular qualities exhibited by the student teacher. Statements pertaining to the student's potential success or conjecture regarding settings in which the student might be more likely to succeed are opinions and may be included, but these opinions should be clearly distinguished from statements of fact.

Narrative - Format

The final evaluation report should be prepared after the cooperating teacher and supervisor have reviewed and discussed at least one draft and after the three-way conference has been successfully conducted.

The final report may be printed on the watermark paper provided or on standard white paper. This can be accomplished in three ways: 1) You can type the evaluation on the watermarked form included in your cooperating teacher packet. 2) You can re-create the form on your computer, type the evaluation, and then print it out. 3) You may type directly into the Final Narrative template located on our web site (see "Forms on the Web" below). Please use the official form as a guide when creating a final evaluation report on your computer.

The final evaluation report should be typed, no more than one or two pages in length, and contain no errors, hand-written corrections, or type-overs. Final evaluation reports are due in the Office of Student Teaching and Field Experiences no later than one week after the student teaching experience is completed. Please remember to sign the final narrative.

Performance-Based Evaluation

The second phase of the final evaluation is completion by the cooperating teacher of the assessment (Pathwise®) evaluation form. Ratings will be done for each of the standards along with listed supporting evidence.

Fee Certificates will be issued upon receipt of the *Narrative and Performance-Based Evaluation Form* by the Office of Student Teaching and Field Experiences.

GRADE

The judgment on the grade to be assigned to the student is made by the cooperating teacher and the university supervisor. The supervisor will file the grade with the Office of Student Teaching and Field Experiences.

FORMS on the WEB

The Final Evaluation form and the Supervisor Evaluation are available in Adobe .pdf format on our website, www.muohio.edu/ehs. At the opening page, click on "Office of Student Teaching and Field Experiences". Clicking on that will open our page. In the box on the right, click on "Student Teaching". This will open the blue dropdown boxes at the bottom of the page. Click on "Cooperating Teachers". All forms and documents found in your packet are available there. Forms can be filled out on your computer and printed.