

# *Final Evaluation*

The final evaluation conference at the end of the Student Teaching experience brings the team of the Preservice Teacher, Cooperating/Mentor Teacher, and On-Site Coordinator/University Supervisor together again to share written evaluation statements. A comprehensive view of the Preservice Teacher is presented. In the evaluation comments, a behavioral frame of reference should be maintained. Both qualitative and quantitative comments can be used; however, effort should be made to present specific evidence of the Preservice Teacher's capabilities. All the items on the final evaluation should have been discussed during the Student Teaching period. This is not a time for surprises. Following the discussion, the Preservice Teacher should read and sign the evaluation along with the Cooperating/Mentor Teacher and the On-Site Coordinator/University Supervisor.

- ❖ One week before the final evaluation conference, the Cooperating/Mentor Teacher should discuss the remarks to be typed on the final evaluation form with the Preservice Teacher. The Cooperating Teacher should also discuss his/her comments with the On-Site Coordinator/University Supervisor. The teacher can then have the form typed. The Cooperating/Mentor Teacher and Preservice Teacher can type their separate comments on the final evaluation for and initial their section of comments. It is the Cooperating/Mentor Teacher's and On-Site Coordinator's/University Supervisor's responsibility to ensure the evaluations are completed error-free and in a neat, professional manner.
- ❖ The Cooperating/Mentor Teacher (with the On-Site Coordinator/University Supervisor when appropriate) and Preservice Teacher discuss the goals achieved, then read and sign the final evaluation form.
- ❖ The Student Teaching Portfolio needs to be checked for completed requirements on or before the final conference. It should contain the following minimum components:

1. Credentials Section
  - Statement of Educational Philosophy in best handwriting
  - Resume
  - PRAXIS Scores
  - Diploma, copy of (designate section, but will not have at the end of student teaching)
  - Teaching certificate, copy of (designate section, but will not have at the end of student teaching)
  - Transcript (final) copy of (designate section, but will not have at the end of student teaching)
  - Student Teaching Final Evaluation
  - Other awards, diplomas, and/or certificates (honoraries, commendations, etc.)
  - Summary of pupils' evaluation of performance
  - Checklist of experiences
  - Copies of evaluations from student teaching and other field experiences
  - Letters of recommendation (3)
2. Evidence\* of Competence in all 19 PRAXIS Criteria organized in the four domains:
  - Domain A - Organization of the Content
  - Domain B - Creating an Environment for Student Learning
  - Domain C - Teaching for Student Learning
  - Domain D - Teacher Professionalism

\* Evidence may include unit plan, photos, evaluations, rationale, reflection.

- ❖ Five copies of the final evaluation form are needed . . .
  - 2 365 Education (original plus one for Placement Office)
  - 1 Preservice Teacher's Portfolio
  - 1 Cooperating/Mentor Teacher
  - 1 On-Site Coordinator/University Supervisor