Student Teaching Handbook
College of Education

Slippery Rock University
www.SRU.edu
A member of Pennsylvania’s State System of Higher Education
AGREEMENT OF UNDERSTANDING

An online version of this form is to be submitted on Taskstream no later than the end of the first week of student teaching

I have read and understand all sections and requirements as stated in the Slippery Rock University Student Teacher Handbook.

__________________________________________________________________________  __________________________
Print Name                                                      Date

__________________________________________________________________________
Signature
Acknowledgements

The College of Education would like to thank all current and former supervisors and cooperating teachers for contributing to this handbook.

A special thank you to:

Mrs. Charlene Winslow and Mrs. Cathy Fuhs

Slippery Rock University is an equal opportunity employer.
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FOREWORD

The purpose of this handbook is to describe clearly the roles and responsibilities of each team member so that student teaching will be a rewarding learning experience for not only the teacher candidate, but also the cooperating teacher and host school district. Let me assure you that everyone involved will have the full support of Slippery Rock University and its College of Education during this crucial time in preparing each teacher candidate to become a highly qualified professionally certified teacher in Pennsylvania.

The College of Education recognizes that student teaching is the culminating experience in the teacher preparation program. The foundation of this experience is a three-way cooperative partnership between the student teacher, cooperating teacher, and university supervisor. For this triad to be effective, all three team members must clearly understand their responsibilities and the policies of Slippery Rock University and the Commonwealth of Pennsylvania.

It is my hope that this extremely important experience will provide all participants with personal satisfaction and professional growth. It is with this expectation that I extend my best wishes to all participants, knowing we all will gain much from this experience.

Sincerely,

James A. Preston, Ed. D.
Assistant to the Dean
Coordinator of Student Teaching
MISSION STATEMENTS

Mission of the Pennsylvania State System of Higher Education

The Pennsylvania State System of Higher Education (PASSHE) is focused foremost on student success. PASSHE strives to be among the nation’s leading systems of public universities, recognized for providing affordable access to excellent undergraduate and graduate education. PASSHE is responsive to state, regional and national needs through the delivery of quality academic programs, research and service.

To achieve its potential as a System, PASSHE must ensure that the distinct missions and strengths of each of its universities are advanced, even as they seek greater collaboration to make the most of available resources. As part of this effort, PASSHE’s Board of Governors has adopted a series of strategic initiatives grounded in the System’s mission.

The PASSHE Strategic Initiatives are predicated on the need for transformation: in how, when and where learning occurs; in how the resources necessary to ensure learning are pursued, retained and sustained; in how our universities relate to their various communities; and in how we partner with the Commonwealth in creating and delivering a shared vision of the future. Only through transformation, grounded in a thoughtful reexamination of our historic operating practices, will we be assured of thriving in these very difficult economic times.

Mission of the Slippery Rock University

Our Mission
The fundamental mission of Slippery Rock University is to provide high-quality, undergraduate and graduate academic instruction. Complementary missions are to conduct scholarly research, to promote professional performance, and to address the educationally-related economic, health, environmental, social, cultural, and recreational needs of the region served by the university. In accomplishing these missions, Slippery Rock University primarily focuses its efforts in the academic areas of:

the arts and sciences,
business,
communication,
computer and information sciences,
environmental sciences and studies,
health and human services, and
teacher education.

The perspectives of Slippery Rock University are contemporary and futuristic, national and international. The university provides experiences and opportunities for students to demonstrate leadership and to develop confidence and self-reliance; it promotes their intellectual, social, and physical development; and it accomplishes these in an open, caring, nurturing, and friendly environment. Slippery Rock University is committed to serving and empowering all segments of the population that can benefit from its offerings.

The individual and collective excellence for which Slippery Rock University stands will continue to be measured by the quality of its graduates and their successes in serving society.

The College of Education’s mission statement is to prepare teacher candidates and related professionals for service in a diverse global community. Within this context, teaching, scholarship, and service are viewed as a triad in which teaching is enlightened by scholarship and applied through service.
The Underlying Vision of the College of Education embraces and upholds The Vision of the Pennsylvania State System of Higher Education (PASSHE) whose ultimate commitment is to prepare students from diverse backgrounds to lead productive and meaningful lives by becoming academically, socially and economically successful locally, regionally and globally. Together, this match in vision between the College of Education and PASSHE is in concert with the vision of our University: Slippery Rock University will excel as a caring community of lifelong learners connecting with the world. The University and COE’s shared mission and vision work reciprocally to provide high quality instruction through a mission of service that connects scholarship in traditional and non-traditional classrooms which is supported by technology initiatives enjoyed by both teachers and students alike.

Recently the Vision Statement was refined to:

a) Reflect legislative mandates from the Pennsylvania Department of Education
b) Uphold best practices teaching in a technological age of learning by a multicultural student body (NCATE 2006)
c) Stimulate a meta-cognition of reflecting upon the learning. The resultant Vision Statement, which must be taken as a work-in-progress, articulates a rationale for the manner in which teacher candidates are prepared at Slippery Rock University
**Certification:** The official recognition by Pennsylvania that an individual has met state requirements and is approved to practice as a duly certified professional teacher.

**Conceptual Framework:** The College of Education (COE) Framework for Teaching mirrors Charlotte Danielson’s Framework for Teaching (2007) is organized around four domains, which are subdivided into components and elements. Woven within the domains are six common themes: equity, cultural sensitivity, high expectations, developmental appropriateness, accommodating students with special needs, and appropriate use of technology.

**Cooperating Teacher:** A fully certified teacher, with a minimum of three years teaching experience, who is responsible for working daily to assist in developing the professional growth of the student teacher through the demonstration of knowledge, skills, and disposition of teaching. The cooperating teacher works with the university supervisor in continually assessing and helping to determine the final evaluation of the student teacher.

**Co-Teaching:** Co-teaching is two or more people sharing responsibility for teaching some or all of the students assigned to a classroom. It involves the distribution of responsibility among people for planning instruction; and evaluation for a classroom of students.

**Dispositions:** Are the values, commitments, and professional ethics that influence behaviors toward students, families, colleagues, and communities, and how they affect student learning, motivation, and development as well as the educator’s own professional growth and development.

**Diversity:** Differences among groups of people and individuals based on race, ethnicity, socioeconomic status, gender, language, exceptionalities, religion, sexual orientation and geographic region in which they live.

**Diverse Student Populations:** Populations of students representing varied ethnic, racial and socioeconomic groups, academic abilities, and physical characteristics.

**Learner:** A child in P-12 schools.

**Observation:** Experiences in which teacher candidates see and analyze teaching and learning in an actual classroom setting.

**Professional Development School:** A collaboration between one or more universities and one or more P-12 schools that has the interrelated goals of improved pre-service teacher education, ongoing faculty development, enhanced student learning, and continuous inquiry. Along the lines of the medical model for the schooling of future doctors, a PDS is considered a “teaching hospital”.

**Professional Performer:** Refers to persons who facilitate active learning for an increasingly diverse and inclusive community of learners in a changing, technology-driven environment.

**Student Teacher:** A teacher candidate who is engaged in practice teaching.

**Student Teaching Experience:** The 16-week period of the teacher education program, organized and directed by the COE, during which the student is placed in an approved school under the supervision of a fully certified cooperating teacher and a university supervisor.

**University Supervisor:** A university faculty member or other qualified educator employed by the university to supervise and mentor a student teacher during student teaching.
The Student Teaching Program: Student teaching, which requires a partnership between the university and cooperating school districts, has been cited in the literature as the culminating experience, the most beneficial teacher preparation course, and as a transitional period between pre-service and in-service teaching.

Problems often arise from misunderstandings that result from unclear expectations. The expectations stated in this handbook have undergone continual review to provide clarity. Early review and discussion of these expectations will tend to resolve differing opinions before they occur.

General Objectives: The following general objectives specify what student teachers are expected to be able to do, or perform, to be considered competent.

A. Student teachers demonstrate readiness for independent functioning as teachers having completed well-planned and sequenced, state-approved certification programs.

B. Student teachers translate theory into practice during supervised practicums, which include feedback from higher education faculty and school faculty and reflection by candidates on specified competencies, including: planning and preparation, the classroom environment, instruction, and professional responsibilities.

C. Student teachers relate principles and theories of the Framework for Teaching to create meaningful learning experiences for all students in a variety of communities, of different ages, culturally diverse backgrounds, and with special needs.

Conceptual Framework: The Conceptual Framework provides a comprehensive structure in which the various elements (including outcomes) of the professional education programs at Slippery Rock University are embedded and interrelated. Note: The Conceptual Framework was approved by a majority of the faculty and the Teacher Education Advisory Council (TEAC), May, 1993; restructured for clarity, July, 1995; and updated and approved by TEAC, October, 2007. The outcomes associated specifically with the Liberal Studies Program, and applicable to all academic programs, establish a direct linkage to the Conceptual Framework, with the most obvious linkage found in the Professional Proficiency outcome. Teacher education programs historically have been concerned explicitly with the application of knowledge and skills that meet the competencies or standards associated with the teaching profession. The Slippery Rock University teacher education programs are also cognizant of other outcomes and are dedicated to the actualization of those outcomes by their graduates.

Periodic Assessment: The SRU Framework for Teaching – Progress Assessment, see appendix section, lists elements among components from the four domains of the Framework. The form is designed to keep the student teacher, cooperating teacher, and university supervisor focused on the many characteristics of good teaching. Frequent periodic review of these characteristics is most important for the successful professional growth and development of all student teachers. If an occasional misdirection or ill-conceived event should occur, it should not be overlooked by the student teacher, cooperating teacher, or supervisor, but this event should not become the focus of the student teaching experience. However, frequent indefensible acts that are habitual must be addressed and reported to the Office of the Assistant to the Dean. The forms found in the Appendices should provide direction in assessing the student teacher and serve as a guide for providing feedback to the student teacher.

Reflective Self-Evaluation: Every aspect of the evaluative process should include reflective self-evaluation. New professionals need conditioning to become life-long learners by habitually processing feedback and striving for continuous improvement. The ability to generate and test instructional hypotheses is a learned behavior that is limited only by lack of knowledge.
Program Articulation: Recent efforts of the College of Education to achieve program articulation are reflected in this handbook. Each state-approved certification program involves several individual segments that must articulate into a whole.

The COE’s plan throughout each program is to consistently emphasize those personal and professional qualities stated as components in the four domains of the “Framework.” With few exceptions, COE faculty members have attended workshops based upon the work of Charlotte Danielson, former teacher and now author and consultant to the Educational Testing Service. ETS and Pearson produce the national testing program for teachers, which is a requirement for certification in the Commonwealth. Ms. Danielson’s book, Enhancing Professional Practice: A Framework for Teaching, has been accepted by our instructional staff as the “framework” for our certification programs.

**Domain I:** This domain includes components related to planning and preparation. Everyone, who has entered the classroom as a new professional, remembers the rude awakening that comes from realizing how much one needs to know. The “knowing that you don’t know” phenomenon is motivation for most everyone to learn whatever is necessary. Student teachers draw upon a depth of understanding in the liberal studies as well as content areas. Comprehension of concepts shared between and among school subjects is to be demonstrated, as well as an understanding of human growth and development. Knowledge is power; the power to make instructional decisions and to test them.

**Domain II:** Domain II addresses the classroom environment. A new professional is to establish and maintain a safe, challenging and supportive learning climate with high expectations for all learners. Creating an environment of respect and rapport, establishing a culture for learning, managing classroom procedures, managing student behaviors and organizing physical space make up the components of this domain.

**Domain III:** Instruction is the thrust of Domain III. Communicating clearly and accurately are foundational skills for this domain. Using questioning and discussion techniques, engaging students in learning, providing feedback to students and demonstrating flexibility and responsiveness are components included here. Teachers must make hundreds of decisions each day, especially those dealing with lesson plan adjustments in midstream.

**Domain IV:** Professional responsibilities, including reflecting on teaching, maintaining accurate records, communicating with families, contributing to the school and district, growing and developing professionally, and showing professionalism, are components covered by this domain. Research (Porter and Brophy, 1988) concludes that effective teachers accept personal responsibility for the learning of students. This domain has expanded to include not only classroom interaction.

Validity and reliability are the focus of any system of measurement. Are we attempting to measure that which we purport to measure and to measure it consistently? Well-established criteria, as well as procedures for determining who meets them, are characteristics that differentiate a profession from other occupations. The framework improves focus by providing well-established criteria. It introduces and reinforces the importance of collecting evidence to support formative and summative evaluations.

The Right to Student Teach: Each candidate for teacher certification has earned the right to student teach by completing the Slippery Rock University state-approved program. During this process the student successfully maintained or exceeded the prescribed 2.8 minimum grade-point average (GPA) in both baccalaureate and certification programs.

Candidates have also demonstrated personal qualities and abilities considered to be essential to the profession. Among these are care for personal health and grooming, working with others in a congenial fashion, and dealing with the academic and social needs of students with integrity and confidentiality. The traits of enthusiasm, leadership and dependability are also considered to be vital.

Candidates have been accepted into the COE through a formal, stringent screening process. Once accepted, they are required to maintain high standards to be retained in the program and to eventually earn the right to student teach.

Candidates who wish to student teach will be enrolled in a free D2L Certification Test prep course no later than the end of the semester prior to student teaching. Candidates need to spend at least 6 hours on this course and pass the required assessments prior to the start of the student teaching semester. Passing scores on all required
certification exams will exempt a candidate from taking the Certification Test prep course. Candidates are encouraged to seek additional remediation prior to taking their certification exams if evidence (historically poor performance on standardized or computer-based tests, for example) suggests a need. **All candidates should list SRU as a test score recipient when taking certification tests.**

**Guest-Host Relationship:** Student teachers have been part of the program in many of the schools in western Pennsylvania for decades and more recently, Mexico City, Mexico and Dublin, Ireland. In each case a request has been made of the district to host teacher candidates as they complete their student teaching. Successful completion of this laboratory experience, practice teaching, or student teaching, as it has been called over the years, is a requirement for certification. Student teachers and university supervisors are requested to function within the guidelines of each individual district. As guests of the school where the assignment is made, the student teacher and university supervisor follow the schedule and policies of that school.

**Selection of Cooperating Teachers:** Slippery Rock University values its school partners and realizes that a close relationship is required so that both the PK -12 learners and student teachers benefit from this relationship. Cooperating teachers play a key role in the growth of the student teacher throughout the semester. The Pennsylvania Department of Education requires that cooperating teachers have a minimum of three years teaching experience and at least one year experience in their current setting in order to host a student teacher. Slippery Rock University requires that student teachers be placed with teachers who are certified in the same area in which the student teacher is seeking certification and who are skilled in mentoring novice teachers. The College of Education has a screening process that is coordinated with our school partners which assures cooperating teachers are of the highest quality. Slippery Rock University reserves the right to decline an assignment of a student teacher, request a new assignment or remove a student teacher from an assignment.

**Family Education Rights and Privacy Act of 1974:** Annually, Slippery Rock University informs students of the Family Education Rights and Privacy Act of 1974 (Buckley Amendment). This Act, with which Slippery Rock University intends to comply fully, was designated to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the United States Department of Education concerning alleged failures by the institution to comply with the Act.

The Act also prohibits the disclosure of personally identifiable information contained in a student’s education records, except to the extent that the Act and the regulations authorize disclosure without consent.

Local policy explains in detail the procedures to be used by the institution for compliance with the provision of the Act. Copies of the policy are available from the Office of Academic Records and Summer School, Room 107, Old Main.

The Office of Academic Records and Summer School also maintains a Directory of Records which lists all education records maintained on students Slippery Rock University.

Questions concerning the Family Education Rights and Privacy Act may be referred to the Office of Academic Records and Summer School.

**The Triad:** The participants in most student teaching programs are referred to in professional literature as the “triad.” This triad has been defined as three people who are brought together to work for a common purpose. Titles for participants vary from institution to institution; the COE identifies them as: the student teacher, the cooperating teacher, and the university supervisor. This relationship is a well-established and accepted arrangement that has existed for years. Its quality and success are inextricably linked to effective communication, knowledge and acceptance of role responsibilities, and the trust that comes when all parties perform according to expectations.
**Supervisory Visits:** University policy mandates that university supervisors perform a minimum of six formal observations during each semester-long student teaching experience. It is understood that some student teachers will require more attention than others. A formal observation consists of a pre-conference, an observation and a post-conference. Appropriate forms (see the Evaluation/Paperwork Timeline, p. 10-13) must be completed during each visit to serve as an official record of observations and conferences. Slippery Rock University’s student teaching supervisors are skilled in providing focused feedback based on the SRU Framework for Teaching. In addition to the Student Teaching Visitation Form that provides a narrative of the observation and directed feedback to the student teacher, supervisors use the SRU Framework for Teaching and the Rubric for the Assessment of Dispositions twice a semester as additional instruments for feedback.

**Career Day:** The Office of Career Education and Development at Slippery Rock University conducts a mid-semester Career Day near the midpoint of the semester. All students are required to attend this student teacher meeting and will be excused from their student teaching assignment to attend. Additionally, a regional job fair is conducted during the spring semester and all student teachers are encouraged to attend this event and are excused from student teaching if they choose to attend.

**International Student Teaching:** Each spring, SRU students may have the opportunity to complete their student teaching at the American School Foundations (www.asf.edu.mx) in Mexico City, Mexico. After acceptance into the international program, students are assigned for 12 weeks in a public school in Western Pennsylvania. They will have a four week assignment in Mexico City.

Each fall, students may have the opportunity to complete their student teaching in Dublin, Ireland for the last month of the semester. In both experiences Slippery Rock University faculty accompany student teachers the entire time and plan a program of travel to cultural and historical sites. Student teachers live with local families and experience true cultural emersion.

Slippery Rock University student teachers from all curriculum areas are eligible for this program which can be done in conjunction with both PDS and Urban placements. Generally, students choose this program for the educational and cultural opportunities, to enhance their resume and to enjoy the many cultural and travel experiences. Details are provided the semester prior to student teaching.

**Urban Student Teaching:** Both semesters SRU student teachers have the opportunity to student teach in the Pittsburgh Public Schools. Our program is part of a large collaborative involving all local major universities. In addition to student teaching, we provide an orientation to Pittsburgh and urban issues. Strength of the program is our ability to choose placements in the public schools and with the cooperating teachers most compatible with SRU philosophy and practice. Student teachers in this program appreciate the diversity of the urban environment and the opportunity to “make a difference.” They also appreciate the educational and cultural opportunities, the chance to enhance their resume, and the many cultural experiences. The Urban Program strives to incorporate service projects, such as a food drive, and the impact on student learning through action research project requirement for elementary majors.
**PROFESSIONAL DEVELOPMENT SCHOOL NETWORK**

**Definition:** The Slippery Rock University Professional Development School Network is a dynamic cooperative venture between the School of Education and K-12 schools of the surrounding area.

The functions of the Slippery Rock University Professional Development Schools parallel those of the National Council for Accreditation of Teacher Education (NCATE) PDS Standards. The collaborative aspires to attain these standards, which include the functions of stronger pre-service teacher education, enhanced staff development, increased student achievement, and use of an inquiry approach. Each of the PDS schools will implement these functions in ways unique to the combination of their needs with those of the School of Education. The work of the Network aligns with the Arenas of a Leading Professional Development School: Teaching and Learning, Assessment and Evaluation, Research, Structural Support, and Student Achievement.

**Functions and how these look in our PDS sites:**

<table>
<thead>
<tr>
<th>Function</th>
<th>How it looks in the undergraduate program</th>
<th>How it looks in the graduate program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhanced field experiences</td>
<td>• Sophomore, Junior, and Senior field experiences offered at PDS sites</td>
<td>• Elementary and field experience credits offered at PDS sites</td>
</tr>
<tr>
<td></td>
<td>• Student teaching offered at PDS sites</td>
<td>• Student teaching offered at PDS sites</td>
</tr>
<tr>
<td>Stronger professional development</td>
<td>• Undergraduate students included in professional development experiences at PDS sites</td>
<td>• Graduate students included in professional development experiences at PDS sites</td>
</tr>
<tr>
<td>Application of an inquiry approach</td>
<td>• Reflection is integrated into all field experiences</td>
<td>• Reflection is integrated into all field experiences</td>
</tr>
<tr>
<td></td>
<td>• Impact on Student Learning through Action Research Project is integrated into PDS student teaching at Pine Richland; at all sites.</td>
<td>• Impact on Student Learning through Action Research Project is integrated into PDS student teaching at Pine Richland; at all sites.</td>
</tr>
<tr>
<td>Focus on student achievement</td>
<td>• In all experiences, teacher candidates attend to how their instruction impacts student learning</td>
<td>• In all experiences, teacher candidates attend to how their instruction impacts student learning</td>
</tr>
</tbody>
</table>

SRU teacher candidates have the opportunity to conduct field work and student teaching at an SRU PDS. Teacher candidates who elect to study and learn at a PDS are required to demonstrate an extra level of commitment to the program, the PDS site and the learners at those sites.
Evaluation/Paperwork Summary

This is an overview of the forms that will need to be submitted and the timeline when they need to be submitted.

Cooperating Teachers

<table>
<thead>
<tr>
<th>Item</th>
<th>Required?</th>
<th>Format</th>
<th>When</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop Registration Forms</td>
<td>No</td>
<td>Taskstream</td>
<td>At least one week prior to workshop</td>
<td>Please see enclosure along with welcome letter sent to your school address for details.</td>
</tr>
<tr>
<td>W-9 Form</td>
<td>Yes, unless submitted previously</td>
<td>Hardcopy</td>
<td>As soon as possible</td>
<td>Please see enclosure along with welcome letter sent to your school address. Complete and return to SRU Accounts Payable office in enclosed S.A.S.E.</td>
</tr>
<tr>
<td>Direct Deposit Form</td>
<td>No</td>
<td>Hardcopy</td>
<td>With W-9 Form/ASAP</td>
<td>Please enclose with W-9 Form or by itself if W-9 Form is already on file at SRU.</td>
</tr>
<tr>
<td>Honorarium Survey</td>
<td>Yes</td>
<td>Taskstream</td>
<td>As soon as possible once e-mail is sent</td>
<td>A link to this online form will be sent via e-mail to each cooperating teacher. This survey collects demographic information about our cooperating teachers and is used to verify mailing addresses for honorarium checks.</td>
</tr>
<tr>
<td>SRU Framework for Teaching*</td>
<td>Yes</td>
<td>Taskstream</td>
<td>Please see instructions on Taskstream</td>
<td>Please see instructions on TS. Complete twice for 6 or 8-week placements and 3 times for 12 or 16-week placements.</td>
</tr>
<tr>
<td>End-of-Semester Survey</td>
<td>No</td>
<td>Taskstream</td>
<td>Near end of semester</td>
<td>Survey will be distributed through e-mail via Taskstream. This survey is used to gather feedback about the cooperating teachers experience working with Slippery Rock University.</td>
</tr>
</tbody>
</table>

* The SRU Framework of Teaching is based on the four domains of the Danielson Framework (2014) and has been operationalized to describe the levels of expected performance for a pre-service teacher. The assessments requested on Taskstream are assessments used to provide formative and summative feedback to the student teacher as well communicate performance to the university supervisor. It is also expected that the cooperating teacher will be providing the student teacher periodic feedback throughout the placement period in the form of informal discussions, written feedback, journaling, conferences, etc. If there are concerns about a student teacher before or between the formal evaluations on Taskstream the cooperating teacher is encouraged to complete a hardcopy evaluation of the student teacher and share those concerns with the student teacher and the university supervisor at any time.
## Evaluation/Paperwork Time Line

### Student Teachers

<table>
<thead>
<tr>
<th>Item</th>
<th>Required?</th>
<th>Format</th>
<th>When</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Act 24 Form</td>
<td>Yes</td>
<td>Hardcopy</td>
<td>Before leaving opening seminar</td>
<td>Will be collected during opening seminar</td>
</tr>
<tr>
<td>Medical Info/Emergency Contact Form</td>
<td>Yes</td>
<td>Taskstream</td>
<td>By first observation</td>
<td>Complete online form and submit on TS. Print hardcopy to be shared with school site if deemed appropriate.</td>
</tr>
<tr>
<td>Student Teaching Handbook Signature Page</td>
<td>Yes</td>
<td>Taskstream</td>
<td>By first observation</td>
<td>Complete online form and submit on TS to be verified by supervisor.</td>
</tr>
<tr>
<td>Field Experience Record #1</td>
<td>Yes</td>
<td>Taskstream</td>
<td>First 2-weeks</td>
<td>Please see instructions on TS.</td>
</tr>
<tr>
<td>Field Experience Record #2</td>
<td>No</td>
<td>Taskstream</td>
<td>After midterm</td>
<td>Please see instructions on TS. Required for those with two different placements.</td>
</tr>
<tr>
<td>E-Portfolio</td>
<td>Yes, for all undergraduate student teachers only</td>
<td>Taskstream, for all undergraduate student teachers</td>
<td>When supervisor requests</td>
<td>Please see instructions on TS. Graduate students should talk with graduate coordinator of their program.</td>
</tr>
<tr>
<td>SRU Framework for Teaching Self-Evaluation</td>
<td>Yes</td>
<td>Taskstream</td>
<td>At end of semester</td>
<td>This will be released on TS near the end of the semester.</td>
</tr>
<tr>
<td>Other items assigned by your cooperating teacher or university supervisor</td>
<td>Discuss with cooperating teacher and university supervisor</td>
<td>Discuss with cooperating teacher and university supervisor</td>
<td>Discuss with cooperating teacher and university supervisor</td>
<td>Items such as journals, lesson plans, teaching schedules and reflections just to name a few may be requested. Each program is likely to have specific requirements as well.</td>
</tr>
</tbody>
</table>

*Updated January 2016*
## University Supervisors

<table>
<thead>
<tr>
<th>Item</th>
<th>Required?</th>
<th>Format</th>
<th>When</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Info/Emergency Contact Form from Student Teacher</td>
<td>Yes</td>
<td>Taskstream</td>
<td>By first observation</td>
<td>Submitted by Student Teacher. Check met/not met for each student teacher on TS.</td>
</tr>
<tr>
<td>Student Teaching Handbook Signature Page</td>
<td>Yes</td>
<td>Taskstream</td>
<td>After submitted by student teacher</td>
<td>Submitted by Student Teacher. Check met/not met for each student teacher on TS.</td>
</tr>
<tr>
<td>W-9 Form from Cooperating Teacher</td>
<td>Yes, unless submitted previously</td>
<td>Hardcopy</td>
<td>On or after first visit with cooperating teacher</td>
<td>Cooperating teachers were mailed a form with instructions along with welcome letter. SASE was provided and should be mailed directly to Accounts Payable.</td>
</tr>
<tr>
<td>Observation Reports</td>
<td>Yes</td>
<td>Hardcopy or Digital</td>
<td>End of each month</td>
<td>Completed during each formal observation and signed by student teacher. Identifies areas of strength and provides suggestions for improvement.</td>
</tr>
<tr>
<td>Travel Paperwork</td>
<td>Yes</td>
<td>Hardcopy</td>
<td>End of each month</td>
<td>Templates can be found on D2L.</td>
</tr>
<tr>
<td>PDE 430</td>
<td>Yes</td>
<td>Hardcopy</td>
<td>Midterm and final</td>
<td>Complete and get signed by student teacher. Submit one copy to student teaching office at midterm and end of semester</td>
</tr>
<tr>
<td>SRU Framework for Teaching</td>
<td>Yes</td>
<td>Taskstream</td>
<td>Midterm and final</td>
<td>Please include summary comments based on four domains with final evaluation completed on TS and discuss with student teacher.</td>
</tr>
<tr>
<td>Disposition Rubric</td>
<td>Yes</td>
<td>Taskstream</td>
<td>Midterm and final</td>
<td>Complete on TS</td>
</tr>
<tr>
<td>Field Experience Record</td>
<td>Yes</td>
<td>Taskstream</td>
<td>Once submitted on TS by student teacher</td>
<td>Submitted by Student Teacher. Check met/not met for each student teacher on TS.</td>
</tr>
<tr>
<td>Portfolio</td>
<td>Yes, for all undergraduate student teachers only</td>
<td>Taskstream, for undergraduate student teachers only</td>
<td>Supervisor determines due date</td>
<td>Submitted by Student Teacher. Complete evaluation on TS for undergraduates. Graduate students will submit to Graduate Coordinator for review.</td>
</tr>
</tbody>
</table>

*Updated January 2016*
**Substitute Teaching:** The university policy regarding the responsibilities of the student teacher in the absence of the cooperating teacher is as follows:

Student teachers will be permitted to act as a substitute teacher during student teaching **after the midterm of the student teaching semester** and under the following conditions. SRU student teachers:

1) May act as a substitute teacher in their host teacher’s classroom after Mid-Semester Campus Day. If there is a need for a substitute teacher in another classroom, PDE and SRU suggest that the cooperating teacher be assigned to the “other classroom” for the day and the student teacher remain in his or her “student teaching classroom” as a paid substitute.

2) May not, under any circumstances serve as a substitute teacher for more than one day per week while student teaching. Days not used for substitute teaching in one week **cannot** be used or “credited” to a subsequent week.

3) Must notify their University Supervisor immediately once they learn that they will be substitute teaching rather than student teaching.

5) May be observed as a student teacher at the same time they are acting as a substitute teacher in their assigned “student teaching classroom.”

6) Must initiate the first step in the process by acquiring approval from the school district.

7) Must obtain a positive recommendation* from their “first-half” cooperating teacher and university supervisor prior to being used as a substitute teacher in their student teaching classroom.

A student teacher is not obligated to act as a substitute teacher during the student teaching semester but those who believe they may be interested in doing so should initiate the process outlined on D2L as soon as possible.

**Should Problems Arise:** If compatibility controls were a reality, the world would be quite a different place. Role responsibilities are presented here because educators often do not have the same expectations. A quick review of this handbook information will help determine if a problem exists and what to do about it.

One successful approach used by some cooperating teachers is to have a signal, verbal or non-verbal, to indicate the need for a conference or mini-conference. For example, the student teacher is handling the class and the cooperating teacher detects the presence of misinformation or misconception. Recent attention to courtroom drama has acquainted us with “side bar” conversations where attorneys meet with the judge, off to the side in a confidential manner, to review procedure. This would also be favorable practice in the classroom when compared to having the cooperating teacher loudly announce, “You’re going to confuse everyone with that, Ms. Brown!” If, in the view of the cooperating teacher, no serious harm will be done, a later conference “in chambers” may result in alterations to the plan and re-teaching. The need for this type of intervention should diminish if effective planning, reviewed by the cooperating teacher, precedes teaching. The “no plan, no teach” policy is reiterated throughout this program. As in the courtroom, the student teacher should also be able to signal for a conference. The confused students may send the signal as well.

Usually, problems should be discussed initially between the student teacher and the cooperating teacher before involving the university supervisor. If a problem continues, the cooperating teacher should call the Office of the Assistant to the Dean, 724-738-2293.
Dear Student Teacher,

Congratulations on reaching student teaching, a very important milestone in your career. I know that this experience will be exciting, rewarding, and challenging. Your professional growth will accelerate faster during this time than at any other point in your career.

Be confident as you enter the classroom. Here at Slippery Rock, you have undergone a systematic study of the act of teaching and learning, you have learned the principles that have guided the greatest teachers in the history of education, and you have studied what science tells us about being effective. You have been placed in teaching situations where you have been given coaching and feedback, and, as a result, you now have the mental framework and thinking skills that will make you an effective teacher. Now you need to hone these skills and put them into practice.

However, just as in golf, practice does not make perfect, but perfect practice makes perfect. I was a secondary social studies student teacher. If you are like me, you will make mistakes during student teaching. Lesson ideas that you thought would be terrific might not actually engage your students the way you had planned. But, by seeking feedback from your students, your cooperating teacher, and your university supervisor, and by reflecting on your teaching practices, you will find that your teaching approaches will evolve. Your teaching will grow to the point where you will be doing such things as differentiating instruction to meet the needs of all of your diverse students, using the latest technology to engage your students, and asking questions that make your students realize there is much more to learn than they currently realize. When you reach this point, keep pushing yourself to make these teaching approaches a habit so that they will stay a part of what you do throughout your career.

Keep a positive attitude and work hard!

I wish you all the best.

Keith Dils, Ed. D.
Dean of the College of Education
**Professionalism:** Student teachers are *not* to fraternize with their students. Keep in mind that the public expects higher levels of behavior from educators than it does from any other profession. Maintain a “professional distance” between yourself and those you teach. Be friendly but not friends.

Belonging to and participating in professional organizations and demonstrating the standards to which they subscribe are other ways to demonstrate professionalism. It is important to be knowledgeable about your chosen profession.

Maintain professional relationships with your cooperating teacher and your supervisors. If a problem occurs between you and your cooperating teacher, notify your supervisor. If the problem is with the supervisor and you are unable to resolve it, contact the assistant to the dean. The dean of your college is next in the line of appeals.

Finally, professional behavior includes the confidential handling of information, avoiding gossip about students and colleagues, and always attempting to do the best you can.

**Professional Dispositions:** Dispositions are the values, commitments, and professional ethics that influence behaviors toward students, families, colleagues, and communities, and they affect student learning, motivation, and development as well as the educator’s own professional growth and development. As teacher candidates progress through their programs of study, they are expected to develop and display attributes associated with “professionals.” The following dispositions, which apply to the university setting, courses, practicum experiences, and student teaching, are deemed essential for every teacher candidate in the College of Education:

- shows enthusiasm for the teaching/learning process;
- engages in positive, cooperative relationships with faculty, peers, students, and K-12 staff;
- demonstrates a reflective approach towards teaching and learning;
- respects diversity;
- takes initiative to meet or exceed stated course requirements;
- prepares thoroughly and consistently for classes and field experiences;
- models appropriate oral and written language;
- demonstrates respectful behavior during class sessions;
- models appropriate grooming and dress during field experiences;
- participates in professional development opportunities both on and off campus;
- attends and is punctual for class sessions, advisement appointments, and field experiences;
- contacts appropriate personnel in advance when unable to meet a scheduled appointment;
- assumes responsibilities for meeting program and certification requirements and deadlines;
- adheres to established guidelines concerning student conduct as stipulated in university guidelines;
- accepts feedback and uses suggestions to alter behavior.

If a problem should arise, the Assessment of Undergraduate/Graduate Dispositions (see appendix section), can be used by the cooperating teacher and university supervisor as a tool to remediate any deficiencies.
Professional Appearance: The wide variety of apparel currently available can make professional dress decisions difficult. Appropriate grooming and choice of apparel have much to do with being an acceptable role model. A well-groomed candidate demonstrates a high level of professional responsibility and attitude regarding the job to be done.

<table>
<thead>
<tr>
<th>Student teachers should think…</th>
<th>Student teachers should avoid…</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Dress for success</td>
<td>• Clothing and accessories that are unsafe</td>
</tr>
<tr>
<td>• Dress as a role model</td>
<td>• Clothing that is too tight</td>
</tr>
<tr>
<td>• Dress for decency</td>
<td>• Clothing that is too revealing</td>
</tr>
<tr>
<td>• Dress for safety</td>
<td>• Clothing that is too casual</td>
</tr>
<tr>
<td>• Dress for respect</td>
<td>• Clothing that brings undue attention to the student teacher</td>
</tr>
<tr>
<td>• Dress slightly better than the culture of the school</td>
<td>• Examples of items to avoid</td>
</tr>
<tr>
<td></td>
<td>• Extremely high heels</td>
</tr>
<tr>
<td></td>
<td>• Leggings/Yoga Pants</td>
</tr>
<tr>
<td></td>
<td>• Too much perfume or cologne</td>
</tr>
<tr>
<td></td>
<td>• Excessive tattoos or piercings</td>
</tr>
<tr>
<td></td>
<td>• Jeans</td>
</tr>
<tr>
<td></td>
<td>• Athletic shoes (PHE major excluded)</td>
</tr>
</tbody>
</table>

Tattoos should be covered with clothing. Jewelry should not be worn in the nose, eyelids or tongue. Student teachers should dress as role models and for safety.

Ultimately, appropriate dress for the classroom will be determined by the dress code provided by the individual school district.

Confidentiality: Student teachers are involved in a privileged situation in which they may be exposed to a wide variety of confidential information. Student records, classroom incidents, and teachers’ lounge conversations are all possibly confidential in nature. Violations of confidentiality are considered a breach of professional ethics and cannot be tolerated. If projects or assignments call for testing, taping or interviewing of students in the classroom, it must be cleared with the cooperating teacher and the university supervisor. Teachers make use of many types of information regarding the individuals they teach and must take care to protect that information from public disclosure.

Punctuality: Most everyone asked to define this term would say “to be on time or promptness.” In the COE program the term means something more; it is an attitude of readiness that assumes, in addition to being in the right place at the right time, being prepared to perform. This attitude ensures that effective planning, assignments, and responsibilities are all accomplished on or before deadlines. Regarding all program responsibilities, as far as humanly possible, it means being there ready, on time, all of the time.

Attendance: The University sets the beginning and ending dates of student teaching assignments. Between those dates, students are expected to follow the schedule of the district in which they student teach. With exception to scheduled student teaching seminars and attending one career day, student teachers are expected to be present every day that the school is in session. Student teachers have no personal or leave days. Cooperating teachers are not in a position to excuse students for any reason.

Students should not agree to participate in any events that would interfere with the attendance policy stated above. Medical and dental appointments are not to be scheduled during the regular school day. Emergencies should be handled through the university supervisor when possible or the Office of the Assistant to the Dean.
Personal illness that would prevent students from completing their responsibilities must be reported to the university supervisor according to the prearranged procedure. The death of someone in the immediate family should be reported in the same manner. Timely notification of an absence is important because it will change the plans of the cooperating teacher and may affect the university supervisor. If an extreme circumstance should occur, inform the Office of the Assistant to the Dean.

Absences for any reason will be made up at the discretion of the university supervisor in consultation with the cooperating teacher. Unexcused absences are never acceptable and may place satisfactory completion of the student teaching experience in jeopardy.

Student teachers should attend Act 80 and in-service programs with their cooperating teachers. When the building principal considers attendance by student teachers inappropriate, the student must contact their university supervisor for alternative assignments and the means for documenting these assignments.

Student teachers wishing to schedule employment interviews or to take care of urgent business should clear the date with cooperating teachers and receive permission in advance from the university supervisors. Absences due to other university functions, such as athletic events, choral presentations, and similar activities require permission by the assistant to the dean.

Daily Lesson Plans: PLEASE NOTE! All teaching must be preceded by formal planning. Daily lesson plans, using a format similar to those presented in methods classes and approved by the university supervisor, are to be presented a day in advance to cooperating teachers for review and approval. Some cooperating teachers or university supervisors may require lesson plans to be presented more than one day in advance. Student teachers are expected to honor all requests. Following a review of the plan with any added suggestions, the cooperating teacher initials the plan.

Student teachers are required to write detailed plans on the first day of teaching, and this requirement will continue throughout the duration of the student teaching assignment. It is the responsibility of the student teacher to present plans that are organized, dated, and available at the student teacher site at all times. When the university supervisor arrives for a visit, the student teacher must provide the supervisor with a copy of the lesson plan being taught before the presentation begins. Following the lesson and on the same day as the lesson presentation students are required to write a detailed reflection of that lesson.

Outside or Extracurricular Activities: Student teachers cannot use outside or extra-curricular activities as an excuse for not performing student teaching duties. While student teaching, candidates may take an additional 3 credit hours of coursework with the permission of their advisors. A course or extra-curricular activity must not interfere with the normal workday nor require an early dismissal. A student may accept school-related positions, with or without remuneration, as long as there is no conflict with student teaching or the necessary preparation time. Outside employment while student teaching is strongly discouraged.

Act 34, Act 151 and FBI Clearances: It is the policy of Slippery Rock University that all student teachers must possess a current Pennsylvania Criminal Background Check (Act 34) and Child Abuse History Clearance (Act 151) and FBI Fingerprint Clearances. Current clearances are defined as being obtained within one-year from the start of the placement. Individual school districts may have other requirements and students seeking placement in those school districts must meet those standards. All clearances must indicate NO RECORD to ensure a smooth placement. Candidates who do have clearances that identify an infraction must have the details of the infraction reviewed by the dean’s office in order to determine if a placement is possible. Some districts require individual copies; therefore, students should have copies with them on the first day of student teaching. An applicant for student teaching must present the aforementioned documents to the dean’s office prior to beginning student teaching for him/her to be placed in a public school setting.

Act 24 Arrest/Conviction Report and Certification Form: An Act 24 Arrest/Conviction Report and Certification form will be completed by all student teachers prior to the start of student teaching. Student teachers may be required to complete the same form by the school district where they are student teaching. If a student is arrested for any of the violations listed on the Act 24 form they have seventy-two (72) hours to report the violation to the dean’s office of Slippery Rock University.
**Insurance:** All students are required to obtain and maintain health insurance and liability insurance while student teaching. Student PSEA membership carries with it liability insurance up to one million dollars. Student teachers who are not members must provide evidence that they hold substantial ($1,000,000 min.) coverage from another carrier. Affordable health insurance information can be found on the Student Health Center website; otherwise students provide evidence of parent policy or alternate coverage.

The Student Health Service fee covers visits to the Student Health Center over the semester. This fee is **not** assessed while you are student teaching. You are still eligible to receive services at the Health Center while student teaching by paying a per visit fee. Or, you can opt in to paying the semester fee by contacting **Student Health Services**. If you are taking an additional course (not including online courses) while student teaching, you will pay the Student Health Services fee for the semester and therefore be eligible for services without the per visit fee.

**Transportation:** Student teachers are responsible for providing their own transportation to their student teaching assignment.

**Seminars:** The seminar is a group of advanced students meeting with a professor, each doing original research and all exchanging results through reports and discussions. The university supervisor manages the seminars and holds the student teachers accountable for the content. Successful completion of student teaching and the issuing of the grade Pass or No Credit includes required seminars.

**Portfolio Process:** All student teachers are required to maintain a personal, professional portfolio containing evidence that exit requirements have been met and should begin assembling this portfolio prior to student teaching. Each student teacher will be assisted by their university supervisor in the development of this portfolio. The purposes of this requirement are as follows:

- to encourage and facilitate reflective thinking
- to provide evidence of achievement and the accomplishment of performance standards articulated in the Slippery Rock University Framework for Teaching
- to create a process which allows students to examine their work and evaluate their progress toward professional goals, and
- to serve as one tool in a comprehensive, multidimensional formative assessment of student teaching performance.

As a secondary purpose the portfolio, with some adjustments, may also serve to provide prospective employers with information about a prospective teacher’s suitability for a particular position. A rubric for portfolio development is provided in the appendix section.

**Impact on Student Learning Projects:** All teaching candidates are expected to demonstrate a positive impact on student learning throughout their student teaching experience. It is the responsibility of each program to outline the process of demonstrating this impact on student learning for its teacher candidates. Please refer to the table below for a brief description of each project.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Project Name</th>
<th>Faculty Coordinator</th>
<th>Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood</td>
<td>Action Research</td>
<td>Dr. Michelle Amodei</td>
<td>Teaching candidates are asked to choose an academic area of need within their student teaching classroom, research best practices to address that need, implement modified instructional techniques, assess student learning and present the results to a panel of peers and educators.</td>
</tr>
<tr>
<td>Music</td>
<td>Presentation of Effective Teaching – POET Presentation</td>
<td>Dr. Kathy Melago</td>
<td>Teacher candidates conduct a 20-minute presentation on how they reflected on their teaching and positively impacted student learning for a panel of at least two non-students (typically, at least one faculty member and one person from outside the music department). Following the presentation, there is a Q&amp;A opportunity for the panel for up to 10 minutes.</td>
</tr>
<tr>
<td>Program</td>
<td>Project Title</td>
<td>Faculty Member</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>----------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Physical and Health Education</td>
<td>Presentation of Effective Teaching – POET Presentation</td>
<td>University Supervisor</td>
<td>Project to be discussed with university supervisor.</td>
</tr>
<tr>
<td>Secondary Social Studies and English - Undergraduate</td>
<td>Presentation of Effective Teaching – POET Presentation</td>
<td>Dr. John Hicks</td>
<td>Prior to teaching a student-teacher-designed unit, teacher candidates will give a pre-test to their students. After reflecting on the pre-test results and how they may impact the teaching of the units, teacher candidates teach the units and then give post-tests. In an online narrated PREZI presentation, the teacher candidates compare the results of their students on both tests and reflect on the impact they had on these students.</td>
</tr>
<tr>
<td>Middle Level English, Math, Science and Social Studies</td>
<td>Presentation of Effective Teaching – POET Presentation</td>
<td>Dr. John Hicks</td>
<td>Prior to teaching a student-teacher-designed unit, teacher candidates will give a pre-test to their students. After reflecting on the pre-test results and how they may impact the teaching of the units, teacher candidates teach the units and then give post-tests. In an online narrated PREZI presentation, the teacher candidates compare the results of their students on both tests and reflect on the impact they had on these students.</td>
</tr>
<tr>
<td>Math/Science - Graduate</td>
<td>Math/Science Unit</td>
<td>Dr. Jeff Lehman</td>
<td>Teaching candidates determine what their students know about a unit prior to instruction, use that data to help in planning the unit, teach the unit, assess learning at end of unit, and analyze/reflect on the impact they had on their students' learning. They will submit their Impact on Student Learning Project along with their unit plan to the department for evaluation.</td>
</tr>
<tr>
<td>Secondary Social Studies and English – Graduate</td>
<td>Impact of Student Achievement During Student Teaching Project:</td>
<td>Dr. John Hicks</td>
<td>Teacher candidates will demonstrate the ability to assess student learning and make appropriate curricular changes based on assessment results that include a pre-test/post-test used in the teaching of two different instructional units during student teaching. The resulting reports are placed within the Professional Performance Portfolio (PPP).</td>
</tr>
<tr>
<td>Special Education</td>
<td>Progress Monitoring</td>
<td>Dr. Eric Bieniek</td>
<td>Progress monitoring continually assesses students’ academic performance and evaluates the effectiveness of instruction. During the 8-week Special Education Student Teaching placement teacher candidates will, with the guidance of his/her cooperating teacher and Slippery Rock University student teaching supervisor: identify 3 – 5 students with a documented disability, administer a pre-assessment, develop a learning goal(s) for each student, prepare lessons and provide instruction to address learning goals, and collection ongoing data to determine the effectiveness of the instruction.</td>
</tr>
<tr>
<td>Secondary Foreign Language</td>
<td>Impact on Student Learning Project</td>
<td>Dr. Junko Yamamoto</td>
<td>At the end of student teaching, candidates showcase their digital presentations that demonstrate their impact on learners in Presentation on Effective Teaching (POET). Teacher candidates use a rubric based on ACTFL accreditation Standard 5 to explain why they are “acceptable” or “target” in each of the assessment criterion.</td>
</tr>
</tbody>
</table>

**Changes in Assignments:** Changes in assignments will not occur as a result of differences in personalities or philosophies between the student teacher and the cooperating teacher. These are problems that may occur among professional certified teachers in the school building when a move would not be possible. Student teachers are expected to think of ways to improve the situation and resolve to try other ideas and methods to improve the situation and climate.

**Non-retention and Withdrawal from Field Experiences and Student Teaching:** Although candidates have been admitted to teacher candidacy, their success and dispositions in class work, field experiences, and/or student teaching will continue to be monitored. When evidence is presented that indicates a teacher candidate’s behavior is unacceptable due to lack of preparation, lack of content knowledge, lack of pedagogical knowledge...
and/or lack of professionalism, removal from the field experience or student teaching will result. Removal from a field experience or student teaching is a very serious matter but one that can be reversed after remediation (see “Remediation” below). Those candidates who encounter difficulty in these experiences will be subject to the following classifications.

1. **Suspension:** A teacher education candidate will be suspended from field experiences or student teaching when available information indicates that prerequisite conditions of eligibility have been compromised. An example of this is a teacher candidate who is suspended from the university for academic or social reasons or for being charged by a municipal authority. The teacher candidate will be suspended from the field experience or student teaching pending resolution of the problem. Ethical breaches and deviations from accepted professional conduct during field experiences are also grounds for suspension. *(Teacher candidates are reminded that they should have professional, not personal or social, relationships with school students.)*

2. **Unilateral Withdrawal:** A teacher candidate who withdraws from a student teaching assignment without proper consultation with university representatives forfeits the previously earned right to student teach.

3. **District-Initiated Withdrawal:** A request by the cooperating teacher and/or a district administrator to remove a teacher candidate from an assignment will receive an immediate response from the College of Education. A thorough review of events leading up to the request will determine further consideration.

4. **University-Initiated Withdrawal:** A teacher candidate will be withdrawn when conditions indicate that school students are academically and/or physically at risk as a result of that candidate’s inability or unwillingness to: plan, teach, or manage the classroom; maintain a safe learning environment; or demonstrate professional behavior. The decision to withdraw a candidate from a placement is always preceded by earnest, documented attempts by the cooperating teacher, the university supervisor and the assistant to the dean to assist the student teacher in acknowledging problems and to make appropriate corrections.

5. **Situational Withdrawal:** A teacher candidate who withdraws from student teaching citing extenuating circumstances which are beyond that candidate’s control (such as health or other personal reasons) may request future consideration. Conditions for such considerations should be stated in writing and mutually understood in advance. Agreements will include deadlines and periodic reconsideration and will be reviewed on a semester-by-semester basis. A future change of assignment may also be in order.

**Remediation:** In most instances, the College of Education faculty and administration will make efforts to remediate the teacher candidate’s issues that were the cause of removal. Issue related to content knowledge and pedagogical knowledge may be remediated through additional course work and/or readings. Issues related to preparation and professionalism are typically more difficult to remediate as those are qualities that are developed over time and are habits of mind and action. However, the actions that were the cause of removal will be identified and the teacher candidate will be required to correct those actions before reinstatement to the field experience or student teaching.

**Appeals:** Initial decisions regarding withdrawal from a field experience are the responsibility of the instructor of record of the field experience in consultation with the department chairperson or assistant to the dean. Initial decisions regarding withdrawal from student teaching are the responsibility of the assistant to the dean. Candidates may appeal decisions to the dean of the College of Education regarding field experience or student teaching withdrawals if the decisions appear to be contrary to college or university policy. The final decision to suspend or withdraw a teacher candidate from any field experience, including student teaching will be the responsibility of the dean of the College of Education. The appeal is an academic, not a legal, hearing. A candidate who wishes to be represented by legal counsel must inform the dean of the College of Education two weeks in advance of the meeting. He/she will then inform the student of the procedures to follow.

**Internet Postings (Social Media):** It has become popular for people to post personal information and opinions on the Internet. Please be advised that teachers are role models in society. The Commonwealth of Pennsylvania also has a Professional Practice and Code of Conduct for educators, see appendix section. With this in mind,
common sense should dictate that any information posted on the Internet should not be embarrassing to the individual or the institution that they represent. Inappropriate pictures or language should never be shared on social media by the teacher candidate. Remember that students, parents, school administrators, university supervisors, cooperating teachers, and community members have the ability to access this information. Should a school district employee or community member find inappropriate information about any student teacher, they have the right to request the removal of a student teacher from his or her assignment.

**SRU Email Account:** Because communication is essential to having a positive experience in student teaching, all student teachers are required to check their SRU email accounts daily. This is an essential component of Domain IV Professional Responsibility.

**Pennsylvania Teacher Certification:** The Commonwealth of Pennsylvania and the College of Education require the following for teacher certification:

1. a minimum of 120 credits
2. a 3.0, or higher, cumulative grade-point average, OR a 2.8 cumulative grade-point average or higher AND a qualifying passing subject area assessment (ACTFL/PECT/Praxis) score as determined by PDE
3. successful completion of a teacher preparation program
4. the successful completion of the ACTFL, PECT, or Praxis II tests.

**Policy for Certification Recommendation:** In order to be recommended for initial certification, students must successfully complete an entire program of study consisting of course work, field experiences, and the student teaching experience. Student teaching must be with a certified cooperating teacher and a Slippery Rock University supervisor. Any student who accepts and begins a full-time teaching position prior to program completion will not be eligible for field or student teaching, thus rendering him/her ineligible to be recommended for certification from Slippery Rock University. Students may accept a position that will begin after student teaching when all program requirements have been successfully completed.

Slippery Rock University is an NCATE/ACTFL accredited institution. In order for a foreign language student teacher to be recommended by Slippery Rock University for Pennsylvania teacher certification, he or she must attain Advanced-Low or higher on the ACTFL Writing Proficiency Test (WPT) and the ACTFL Oral Proficiency Interview (OPI).

**GPA – Qualifying Test Score (Taken from PDE Weekly E-mail 8/1/11)**

Current policy requires that the candidate for certification meet the qualifying scores(s) on the appropriate assessment(s) at the time of application.

(Taken from PDE Weekly E-mail 7/23/12)
PDE reserves the right to update the GPA/Praxis table annually based on statistical data received by ETS and/or Pearson (our test developers).

**Basic Skills Testing** All student teachers must demonstrate basic skills competency before student teaching. The Pennsylvania Department of Education determines qualifying SAT, ACT, Praxis and PAPA scores. All undergraduate student teachers must meet the minimum requirements established by PDE at the time of student teaching. Students should check the PDE website for the most current passing scores for demonstrating basic skills.

Graduate and Post-Baccalaureate student teachers have demonstrated basic skills through the attainment of a bachelor’s degree and do not need to pass any of the basic skills tests listed above.
If candidates wish to apply for Pennsylvania certification, they must register with the Pennsylvania Department of Education (PDE) and apply through the Teacher Information Management System (TIMS). Applications cannot be submitted earlier than the first day of the month in which they will graduate.

Before applying, the student must know their final GPA. Therefore, if a student is taking an additional course while student teaching, he/she will need to wait until final grades are posted to determine a final GPA. Students should review their My Rock Audit or an official transcript for a final GPA. Directions for the online TIMS application are located on the Pennsylvania Department of Education’s web page. Candidates must have passing ACTFL/PAPA/PECT/Praxis scores (required by the Department of Education) to be certified by the Commonwealth.

Once the University has confirmed the candidate’s grade point average and the degree award date, the application will be affirmed, recommended and submitted to PDE for review. The Pennsylvania Department of Education is responsible for reviewing the applicant’s certification test scores and will notify the candidate when the application is accepted or if further action is required.

**Certification by Adding On (Taken from PDE Weekly E-mail 6/2/2014)**

If an individual wishes to add on a certification, they must check the PDE website for the most up to date information regarding the restrictions and the requirements of doing so.
Dear Cooperating Teacher:

Thank you for agreeing to mentor a Slippery Rock University student teacher. As research indicates, and as is obvious to anyone in education, you will have a huge impact on what kind of teacher your student teacher will become. This is a great way for you to contribute to the profession and to impact the countless future students our graduates will teach.

If I can offer any advice, it would be to give your student teacher just enough space. Provide them with a strong example and set the expectations, but also give them just enough space to make mistakes. Give them the space to do some experimentation. But, please know that these situations will provide great teachable moments and the coaching and feedback that you and the Slippery Rock University supervisor provide are vital to the shaping of our student teachers.

We encourage our student teachers and their supervisors to be aware of your school district’s strategic plan. We encourage them to know the data detailing your students’ performance and to prepare specific teaching strategies tailored to your situation. We encourage them to get to know your students and their prior knowledge. We want our student teachers to plan for your students and their particular confusions about important topics. So, while this student teaching experience will be a tremendous learning opportunity for SRU student teachers, we are also preparing so that this will be a tremendous learning opportunity for your students as well. We want to partner with you to help your students achieve at their highest potential.

I wish you a successful semester. Please do not hesitate to contact us for any reason.

Sincerely,

[Signature]

Keith Dils, Ed. D.
Dean, College of Education
Selection of Cooperating Teachers: The general standards for program approval located in the Pennsylvania
School Code require that cooperating teachers have an earned baccalaureate degree, three years of successful
教學 experience and at least one year in the district. Cooperating teachers are selected by district officials, in
consultation with the student teaching office, as a result of a request for placement by the COE.

Role Models: The cooperating teachers’ credentials and successful experiences qualify them to work with
student teachers. According to the professional literature, the influence of the cooperating teacher is monumental
when compared with other parts of the preparation program. Truly great teachers always feel that the job can be
done better, and from the first days to the last, they are engaging and encouraging their student teacher in
professional development. Their own love of learning is often mimicked by their students with remarkable
results. They freely discuss areas of personal and professional dissatisfaction and strategies to deal with them.
They point out the difficulties associated with teaching and suggest accommodations. When cooperating
teachers are observed by the student teachers, they do not purport to demonstrate perfection, but rather the quest
for it.

School Law and Liability: A cooperating teacher, as a professional employed by a school district, carries the
full legal responsibility for the students in the classroom. The student teacher is a guest in the classroom and
is not protected by any professional contract or certificate. Therefore, the responsibility of the cooperating
teacher remains constant, whether conducting teaching functions personally or assigning them to a student
teacher. Present legal opinions no longer support the protection of student teachers when alone in the
classroom. Cooperating teachers should exercise extreme care in arranging or providing for the health, safety,
and welfare of their students. When a student teacher is placed with full teaching responsibilities in the
classroom, the cooperating teacher, for legal protection, should remain in the classroom.

A review of school law and how it affects the student teacher’s relationship with the school board, school
administrators, fellow teachers, and students is essential because misunderstandings have resulted in unrest,
controversy, and litigation. For instance, a certified teacher, holding a professional employee contract, can serve
in place of a parent (in loco parentis); a student teacher with neither contract nor certificate cannot. Student
teachers should be introduced to district and building policies; this type of information is often contained in the
cooperating teacher’s district handbook. In view of the district policies and the overall preparation of the student
teacher, one is expected to use professional skills and techniques in modifying student behavior and to rely on
the professional judgment of the cooperating teacher while meeting the challenges of classroom management.

Before the Student Teacher Arrives: The College of Education (COE) expects that student teachers will arrive
at their assignment with a positive attitude. It is important for cooperating teachers to plan ahead and capitalize
on this positive attitude.

- Prepare your students for the student teachers arrival with your expectations from them.
- Cooperating teachers may have already thought of assembling class schedules, curriculum guides, textbooks,
district and building policy guides and related materials.
When the Student Teacher Arrives: Suggestions for getting off to a good start include:

- A cordial welcome can mark the beginning of a successful professional relationship.
- When offering access to teaching materials, make a point of describing how you would like them handled and that you also expect the student teacher to find or develop materials of his/her own.
- While introducing your student teacher to your class(es) as someone who will be teaching with you, ensure that your students understand that this person gets the same respect that you expect for yourself.
- The same kind of care should be present while introducing your student teacher to your colleagues. It is easy to forget that they do not know anyone and no one knows them. Later, it is not unusual to have colleagues make polite inquiries about a student teacher’s progress or to provide the cooperating teacher with support. Keep in mind that student teachers are also protected by Family Education Rights and Privacy Act of 1974.
- There are many classroom realities that cannot be experienced in a university class setting. That which has been approached hypothetically through simulation, now becomes real! There are those who still think that the best way to learn to swim is to be thrown into deep water. *Slippery Rock University does not!*
- Each student teacher has been exposed to best policy and best practice regarding effective instruction. Please help them move from theory to practice by scheduling time to discuss their teaching with them.
- For the student teacher, learning classroom routines is critical to success. Ensure that a variety of non-productive student behaviors, such as vying for attention, inattention and others, are recognized.
- Student teachers need to know where to park, what time to report, who to call if they will be tardy or absent, the time that teachers are dismissed, etc.

Additional suggestions for getting off to a good start include:

**Physical Arrangements:**

- Seating arrangements, seating chart (open seating will retard student teacher’s need to quickly learn names)
- Location of instructional materials, textbooks, curriculum guides
- Bulletin boards and learning centers
- Arrangements to enhance special learning needs (cooperative learning, teams, small group, etc.).

**Routines:**

- How each day or class is begun
- Restroom procedures, hall passes, and other requests
- Use of learning materials, including textbooks
- Distribution and collection of materials
- Student responsibilities (student handbook)
- Closing of class or school day
- Lunch, recess, study period
- How grades are determined and records are kept
- Submitting lesson plans and returning graded papers
- Student movement about and outside the classroom (fire drills, assembly, recess, dismissal, etc.)

**Transitions:**

- From opening exercises, home room, to first class or lesson
- From one lesson or classroom to another
- From large to small group instruction
- To special subjects, lunch
- Movement about the classroom

**Focus on Students:**

- Common characteristics of various age levels
- Observed individual differences
- Range of abilities; popular and isolated students
- Mainstreaming and inclusion procedures
- Situations that affect student behavior; and special problems
Integration into Full-Time Teaching

Just like the learners in the PK – 12 classroom begin the year at different readiness levels, student teachers enter their student teaching experience at different readiness levels as well. Therefore it is difficult to provide a definitive schedule for integrating a student teacher into full-time teaching. However, here are some general suggestions.

- Co-planning and co-teaching early on is a great way to maximize the teaching time of a student teacher and determine the readiness level for full-time teaching.
- The goal is to provide the student teacher as much experience with full-time teaching as possible provided he or she is ready. A minimum of two weeks of full-time teaching is suggested for a 16-week experience.
- Regardless of whether the student teacher is solely responsible for the planning and implementation of the curriculum, he or she should be actively involved by:
  - Assisting with small groups
  - Planning as though he or she would be teaching
  - Observing other teachers
  - Creating teaching materials
  - Evaluating student work
  - Co-planning and co-teaching
- Plan an integration schedule in reverse assuming, at minimum, the final two weeks (one week for 8-week placements) would be full-time teaching by the student teacher and slowly integrate him or her into that schedule.

A Word about Anxiety: Student teachers report to their assignments with varying degrees of readiness, enthusiasm, and anxiety. Some anxiety is desirable, as it primes the body and mind to perform, (“pre-curtain” jitters for those performing before any audience is an example). For some candidates, however, anxiety can cross the line of simple stimulus to become stressful. As simple as it may seem, the way a person is received and the preparations that precede arrival can affect an individual’s anxiety level.

A Place of Their Own: Student teachers have reported that having a desk, table or space (sometimes marked with their names) can be one of the most impressive gestures made by a cooperating teacher. A basic set of supplies (paper, pencils, clips, etc.), along with the items mentioned above, will go a long way to make the student teacher feel welcome. This preparation also signals the importance of this individual and the experience.

Instructional Planning is the Mark of a Professional: Occasionally, cooperating teachers are reluctant to press for thorough planning, citing the fact that their own planning does not look that way. With all due respect, shortcuts and sketched plans only work for the experienced teacher who is comfortable with the material and how it is to be presented. In the absence of plans, it is hardly possible to distinguish between an example of effective instruction and a presentation by a verbal individual, who “knows a lot of stuff.” That kind of student teacher often operates in a condition of self-deception. Experience while delivering well-planned lessons will tend to encourage the student teacher to become more confident. Confidence is often accompanied by creativity and resourcefulness. Awareness that learned misconceptions can last a lifetime and impede further learning should be motivation enough to plan well.

Professionalism and Confidentiality: The question, “How’s your student teacher doing?” is easy to respond to when all is well. When all is not well, confidentiality is essential, unless it is a colleague that is helping. Conferences between student teachers and cooperating teachers should be private, especially when the topic is confidential. Student teachers are expected to exercise confidentiality regarding conversations with you and information about your students and colleagues.
The Conference: The profession of education is perhaps responsible for the origin of the term “conferencing” and its use as a noun, an adjective, and a verb (“conference”). Be that as it may, conferencing skills often spell the difference between successful and unsuccessful teaching and supervision. An increased awareness by the student teacher of teacher and learner behaviors in the classroom can be achieved by systematic observation.

From the outset, the relationship between the cooperating teacher and the student teacher is critical. To foster a positive relationship the cooperating teacher can encourage clearer understanding using paraphrasing, perception checking, asking clarifying questions, and offering relevant information. The conference aims at enabling the student teacher to identify possible sources of instructional problems and to hypothesize solutions. Rather than making these identifications themselves, cooperating teachers should provide cues or initiate comparisons of perceptions to encourage the student teacher to become analytic.

Feedback: Professionals, who host a student teacher, have carried several titles over the years, including critic, supervising mentor, and cooperating teachers. Currently, the COE prefers the term cooperating teachers because they share their classroom, materials, time, and knowledge. If that’s not cooperating, what is? The term critic has lost its favored position over the years, possibly because it seemed to accent the negative. It is, of course, still possible to do that regardless of a title, but the current philosophic disposition sees the cooperating teacher as one who promotes student teacher reflection and improvement of their teaching behavior. The Slippery Rock University grading system is Pass/No Credit in order to emphasize attainment of competence, rather than quality-point-average. The COE adopted the “Framework” to make reflection even more systematic than it has been in the past. If a student teacher receives a large amount of negative feedback, it should be presented in a manner that will produce a positive outcome. Negative feedback should be specific, focused, deliberate, and non-judgmental. Students, using audio or video taping, can use systematic observation devised for self-analysis.

When a cooperating teacher observes the student teacher, each of four domains, their components, and essential elements comes under scrutiny to determine what is working and what is not. Comments, describing a lesson as well done or in need of improvement, can be deeply enhanced by specific references using common terminology. The influential effect of cooperating teachers and this practical experience on an individual’s future teaching style is solidly proclaimed by the literature as profound. This effect is produced by the following models:

- Feedback should be comprehensive; it should cover all of the criteria indicated for each of the personal and professional qualities contained in the final evaluation. This may include the mention of peripheral factors that may have subtle, yet important, influences on successful teaching, such as mannerisms of one kind or another.

- Feedback should have continuity in that each personal and professional quality, once mentioned, should not be shelved. Continual references to progress or decline, whether gradual or severe, are always in order. Some student teachers are inwardly fragile and need intermittent feedback on that which is going well, even when things appear to be moving along comfortably. Cooperating teachers are encouraged to maintain scripted notes rather than depend on the memory or to make notes on their interim assessment form. To summarize this point, when continuous feedback is provided, midterm assessment (formative evaluation) and concerns associated with the final assessment (summative) should be minimized.

- Feedback should be focused. Student teacher and cooperating teacher should both have a clear understanding of the desired outcomes and any needed behavior changes. Generalized supervisory comments are not likely to bring about these changes.

- Feedback needs to be tailored to fit the individual. Since professional teachers have long subscribed to the importance of individualized learning, student teacher learning is not to be excluded. For some student teachers gentle nudges may suffice, while for others abundant feedback and concrete examples may be needed in the early stages.

- Feedback should encourage reflection. If positive criticism is provided, students are more likely to reflect on it. Criticism is considered positive, not because it appears favorable, but because it is offered in the spirit of improving professional and personal qualities.
Cooperating teachers are expected to keep accurate records regarding the attendance and punctuality of student teachers and to advise university supervisors early of any problems.

**Formal Evaluations:** Either two or three formal evaluations are required by the cooperating teacher depending on the length of the assignment. Cooperating teacher with student teachers placed in their classroom for 8-weeks or fewer are asked to complete two formal evaluations. Cooperating teachers who have student teachers for 12 weeks or 16-weeks are asked to complete the formal evaluations three times. These formal evaluations are to be submitted through an online platform called Taskstream and in relation to the SRU Framework for Teaching. An account will be set up for each cooperating teacher prior to the start of the student teaching placement. An operationalized rubric should be completed in relations to the 22 components of the Danielson Framework familiar to all PA certified teachers. Although the evaluation submitted on Taskstream can be viewed by the student teacher and university supervisor, a conversation about the evaluation should occur whenever possible. Comments can be added to the online form and are encouraged.

**Informal Feedback:** Although two or three formal evaluations are requested it is expected that all cooperating teachers will be providing regular formative feedback on a daily or weekly basis. Veteran cooperating teachers may have a process in place for providing this feedback such as post-lesson conferences, journaling with the student teacher, end-of-day meetings, etc. but all cooperating teachers are encouraged to develop a routine for providing feedback. Included in this handbook and made available online, the SRU Framework for Teaching Progress Assessment form could act as one option for providing this formative feedback. Cooperating teachers are encouraged to discuss ideas with the university supervisor assigned to their student teacher for additional ideas.

**Recommendations:** The term “recommendation” can be misunderstood to mean evaluation. A recommendation should be based upon observations and evaluations and carry with it the idea of support and promotion. The decision to recommend or write a letter of recommendation is a personal one and should not be considered either routine or required.

**Honorarium:** Cooperating teachers are paid an honorarium. The following list includes guidelines that apply to determining the honorarium amount.

- Slippery Rock University is authorized to provide an honorarium, or gift, to teachers employed in public school districts who provide professional services.
- The amount of the honoraria is determined by the Pennsylvania State System of Higher Education (PASSHE) which regulates the 14 universities in the state system. This amount may change annually due to system budget considerations.
- The PASSHE scale for payment has two levels--first-year cooperating teacher and experienced cooperating teacher. First year cooperating teachers are described as those working with a particular university for the first time. The experienced cooperating teacher has offered service to that particular university in a preceding year(s). Service to other colleges and universities is not considered. Universities receive annual notification of rates by the PASSHE. The current full-day semester rate is $250.00 for a first-year cooperating teacher and $500.00 for an experienced cooperating teacher. Full-day, half-semester rates are $125.00 and $250.00. PASSHE universities’ teacher preparation programs are mandated by the Pennsylvania Department of Education, in the General Standards for Program Approval (Standard III, C).
- While similar in many respects, student teaching programs vary sufficiently in philosophy and format to require different preparation. Cooperating teachers are urged to attend a cooperating teacher workshop at least once in every five year period. A stipend can be issued every fifth year, for those who attend more frequently.
- Cooperating teacher workshops are scheduled twice, annually, on a Saturday at the beginning of each semester.
- Co-teaching workshops are also scheduled twice annually, on a Saturday at the beginning of each semester. If a cooperating teacher attends, the student teacher is also expected to attend.
RESPONSIBILITIES OF COORDINATOR OF STUDENT TEACHING

The Assistant to the Dean of Education is the Coordinator of Student Teaching. Ultimately, the coordinator is responsible for the placement of teacher candidates in approved student teacher sites. Under his/her direction, all teacher education candidates are assigned to public or private school sites for the development and assessment of professional competencies. The placement of student teachers in educationally sound environments is fundamental in ensuring that quality candidates are recommended to the state of Pennsylvania for teacher certification. In addition, other major responsibilities of the position include:

- Maintains a network of contacts and communications with principals and administrators of schools within the university’s service area for the purpose of selecting and confirming student teaching assignments.
- Serves as liaison with students, faculty supervisors, cooperating teachers, school districts, administrators and other designated personnel in public schools in matters related to student teaching.
- Serves as a resource and problem solver for university and public school personnel for students in the field.
- Monitors and processes student applications for the student teaching semester to ensure that all university and state requirements are met, including but not limited to: Act 34 and Act 151 clearances, ACTFL/PAPA/PECT/Praxis Test scores, and department approvals.
- Conducts COE workshops for cooperating teachers and student teachers.
- Informs appropriate university personnel of any changes in teacher certification as per the Pennsylvania Department of Education.
- Serves as the “Certification Officer” for the university.

James A. Preston, Ed. D., Assistant to the Dean
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Slippery Rock University
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Slippery Rock, PA 16057
james.preston@sru.edu
724-738-2293
Fax: 724-738-2880
<table>
<thead>
<tr>
<th>FRAMEWORK FOR TEACHING</th>
<th>Student Teacher</th>
<th>School</th>
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<tbody>
<tr>
<td>DOMAINS:</td>
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<tr>
<td>I. Planning, Preparation and Assessment</td>
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<td>II. The Classroom Environment</td>
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<td>III. Instruction and Communication</td>
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<td>IV. Professional Responsibility</td>
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<tr>
<td>Visit No</td>
<td>Last Visit</td>
<td>Today’s Date</td>
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<td>Grade</td>
<td>Time</td>
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<tr>
<td>Session Description</td>
<td>Observation</td>
<td>Conference</td>
</tr>
<tr>
<td>Type of visit:</td>
<td>Observation</td>
<td>Conference</td>
</tr>
</tbody>
</table>

Student Teacher Signature  Date  Supervisor Signature  Date
Guidelines for Using the Progress Assessment Form

1. The teacher candidate, cooperating teacher and University supervisor should complete this form before or between formal evaluations are submitted on Taskstream when necessary. This is an optional assessment.

2. This form can be used to assess the teacher candidate’s instruction and professional dispositions at any time.

3. A score of zero, one, two, three, or N/O (not observed) should be given for each component.

4. Scores should be based upon the quality and quantity of evidence to support performance in each component. Little or no evidence results in a score of zero; some evidence results in a score of one; strong evidence results in a score of two; exceptional evidence results in a score of three.

5. The elements (bullets) listed under each component are to be regarded as representative descriptors for that component. The list is not comprehensive, or exhaustive, and a ranking of three is only possible when a majority of elements are observed. The components are to be scored, not the elements.

6. Evidence of performance is based on observations of class instruction, conferences with the teacher candidate, artifacts (i.e., lesson plans, unit plans, use of resources, etc.), oral and written reflections by the teacher candidate, and assessments of student learning.

7. In some cases, especially in the first eight-week placement, if little or no evidence may be observed due to a lack of opportunities (e.g., communications with families), please indicate by circling N/O.

8. The College of Education highly recommends written comments.

9. The completed forms should facilitate developmental conferences between: the teacher candidate and the cooperating teacher; the teacher candidate and the University supervisor; and if appropriate, a three-way conference among the teacher candidate, the cooperating teacher, and the University supervisor.

10. The conference should be aimed at identifying areas of proficient or distinguished performance by the teacher candidate, and areas which can be improved during the remaining four weeks of the placement.

11. The University supervisor may collect the Progress Assessment forms.

12. The College of Education requires that all three parties collect evidence based on frequent observations and conferences. Please maintain accurate and detailed records.
Please assess your student teacher’s (aka the “Teacher”) performance by circling the number that best characterizes each component. The elements identified under each component describe a proficient or “Target” student teacher. Consider the following when evaluating your student teacher:

3 (Exemplary) – The student teacher clearly understands the concepts underlying the component and implements in a manner that is consistent with a seasoned teacher.

2 (Target) – The student teacher clearly understands the concepts underlying the component and consistently implements. This results in teaching/behavior that is consistent with a novice certified teacher.

1 (Near Target) - The student teacher appears to understand the concepts underlying the component and attempts to implement. However, implementation is sporadic, intermittent, or otherwise not entirely successful. Improvement is likely to occur with experience.

0 (Unsatisfactory) - The student teacher does not yet appear to understand the concepts underlying the component. This is revealed in teaching/behavior that is below the licensing standard. Intervention and coaching is needed.

* The N/O (not observed) rating scale may be used for the entire component or for the individual elements.

Feel free to write comments in the space available to the right. This teacher education program is committed to a multicultural perspective. Include observations related to diversity, such as race, special needs, gender, ethnicity, lifestyle and socioeconomic factors when appropriate.

Domain 1: Planning and Preparation

Components:

1a: Demonstrating Knowledge of Content and Pedagogy

- The teacher displays solid knowledge of the discipline and relationships within the discipline
- Teacher’s plans and practice reflect understanding of prerequisite relationships among concepts and topics
- Teacher’s plans and practice reflect familiarity with a range of effective pedagogical approaches

1b: Demonstrating Knowledge of Students

- Teacher’s plans display understanding of the typical developmental characteristics of students as a whole
- Teacher’s knowledge of how students learn is accurate and current and this knowledge is applied through planning
- Knowledge of students’ skills, knowledge and language proficiency is utilized in planning and records are maintained
- The teacher utilizes knowledge of students’ interests and cultural heritage in the planning process
- The teacher’s plans reflect knowledge of students’ special learning and medical needs

1c: Setting Instructional Outcomes

- Outcomes represent high expectations and rigor related to important ideas and required curriculum
- Outcomes follow a logical sequence and are aligned to appropriate standards
- Outcomes are clear, written in the form of student learning and suggest viable methods of assessment
- Outcomes reflect a balance of factual knowledge and conceptual understanding
- Outcomes are suitable for diverse learners

1d: Demonstrating Knowledge of Resources

- Planning reflects knowledge of resources for classroom use such as school, community and Internet resources
- Resources are used to extend teacher’s content knowledge and pedagogy
- Plans include resources for students (i.e. community resources, families, support services, etc.) when appropriate
1e: *Designing Coherent Instruction*  
- Activities planned for learning are appropriate for a range of learners  
- Instructional materials and resources support the instructional outcomes and activities  
- Instructional groups are thoughtful and appropriate  
- Planning reflects an understanding of the connection between a single lesson and the larger unit

1f: *Designing Student Assessments*  
- Assessments are aligned with student outcomes and are appropriate for diverse learners  
- Assessment criteria and standards are clear to the learners (ex. rubrics are created and shared)  
- Formative assessments are well-designed and diverse  
- Assessments are used for future planning and for providing feedback to students

### Domain 2: The Classroom Environment

Components:

2a: *Creating an Environment of Respect and Rapport*  
- Interacts positively with all students from an anti-biased perspective  
- Demonstrates genuine concern and respect for all students  
- Establishes and maintains appropriate rapport with students as individuals  
- Encourages responses and interactions that foster positive relationships among students  
- Establishes an environment of respect that values individual differences among students

2b: *Establishing a Culture for Learning*  
- Teacher demonstrates a reverence and enthusiasm for the content and students reflect this enthusiasm  
- High expectations for learning and achievement are established  
- Teacher facilitates students showing pride in their work

2c: *Managing Classroom Procedures*  
- Small groups are well-organized and work independently  
- Transitions are smooth with minimal loss of instructional time  
- Routines for handling materials are established with minimal loss of instructional time  
- Performance of non-instructional duties is efficient  
- Volunteers and paraprofessionals are used productively

2d: *Managing Student Behavior*  
- Standards of conduct are clear and well developed for all students  
- Teacher monitors student behavior and is proactive in preventing disruptions  
- If student misbehavior occurs, teacher’s response is sensitive and highly effective  
- Standards of conduct are clear and well developed for all students

2e: *Organizing Physical Space*  
- The teacher maintains a safe learning environment and one that is accessible to all students  
- Teachers and students use physical resources easily and effectively to advance learning

### Domain 3: Instruction and Communication

Components:

3a: *Communicating with Students*  
- Teacher’s purpose for the lesson/unit is made clear to the students including where situated within the broader learning  
- Teacher’s directions and procedures are clear to the students and student misunderstandings are anticipated  
- Teacher’s explanation of content is clear and accurate and connects with students’ knowledge and experience  
- Teacher’s written and spoken language is clear and correct and conforms to standard English
3b:  **Using Questioning and Discussion Techniques**  
N/O 0 1 2 3  
- Teacher’s questions are of high quality and vary on Bloom’s Taxonomy. Adequate wait time is provided  
- Teacher creates genuine discussion or facilitates student led discussions. Student contribution is encouraged  
- Teacher ensures that all students participate and all voices are valued

3c:  **Engaging Students in Learning**  
N/O 0 1 2 3  
- Activities and assignments are cognitively engaging for all students and exploration of the content is the focus  
- Instructional groups are productive and appropriate for the purpose of the lesson  
- Instructional materials and resources are suitable and engage students in learning the concepts/procedures  
- The lesson has a clearly defined structure around which the activities are organized and pacing is appropriate

3d:  **Using Assessment in Instruction**  
N/O 0 1 2 3  
- Students are fully aware of the criteria and performance standards by which their work will be evaluated  
- Teacher monitors progress of groups and individuals actively and systematically  
- Teacher’s feedback to the students is timely and of consistently high quality  
- Teacher facilitates students’ self-assessment of their own work against clearly stated criteria

3e:  **Demonstrating Flexibility and Responsiveness**  
N/O 0 1 2 3  
- Teacher successfully adjusts lesson based on close monitoring and formative assessments  
- Teacher responds to students’ questions and seizes opportunities to extend learning during “teachable moments”  
- Teacher persists in seeking approaches for students who struggle, drawing upon a broad repertoire of strategies

**Domain 4: Professional Responsibility**

Components:

4a:  **Reflecting on Teaching**  
N/O 0 1 2 3  
- Teacher makes an accurate assessment of a lesson’s effectiveness and references specific evidence to support the judgment  
- Teacher offers specific and realistic suggestions for alternative actions to improve lessons

4b:  **Maintaining Accurate Records**  
N/O 0 1 2 3  
- Teacher’s system for maintaining information of student completion of assignments is fully effective  
- Teacher’s system for maintaining information of student progress in learning is fully effective  
- Teacher’s system for maintaining information of student progress on non-instructional activities is fully effective  
- Teacher’s system for maintaining information of student completion of assignments is fully effective

4c:  **Communicating with Families**  
N/O 0 1 2 3  
- Teacher provides frequent information to families, as appropriate, about the instructional program  
- Teacher communicates with families about students’ progress with respect to cultural norms and responds to concerns  
- Teacher’s effort to engage families in the instructional program are frequent and successful
4d:  *Participating in a Professional Community*  
   - Relationships with colleagues are based on mutual support and cooperation. Teacher initiates a cooperative spirit.
   - Teacher actively participates in a culture of professional inquiry and leads when appropriate.
   - Teacher volunteers to participate in school events, making a substantial contribution.
   - Teacher volunteers to participate in school projects, making a substantial contribution.

4e:  *Growing and Developing Professionally*  
   - Teacher seeks out opportunities for professional development to enhance content and pedagogical knowledge.
   - Teacher welcomes feedback from cooperating teacher and university supervisor.
   - Teacher participates actively in assisting and supporting other educators.

4f:  *Showing Professionalism*  
   - Teacher displays high standards of honesty, integrity and confidentiality with colleagues, students and the public.
   - Teacher is proactive in serving students, seeking out resources when needed.
   - Teacher advocates for all students and challenges negative attitudes or practices for underserved students.
   - Teacher maintains an open mind and participates in team decision making.
   - Teacher complies fully with school, district and Commonwealth standards of conduct for teachers.

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Student Teacher | Date
--- | ---

Cooperating Teacher | Date
--- | ---
or

University Supervisor | Date
--- | ---

Additional Comments:
## Domain 1: Planning and Preparation

Effective teacher candidates plan and prepare for lessons using their extensive knowledge of the content area, the core/managed curriculum and their students, including students’ prior experience with this content and their possible misconceptions. Instructional outcomes are clearly related to the major concepts of the content area and are consistent with the curriculum design. These outcomes are clear to students and classroom visitors (including parents). Learning activities require all students to think, problem-solve, inquire, defend conjectures and opinions and be accountable to the learning community. Effective teacher candidates work to engage all students in lessons and use formative assessment to scaffold and provide differentiated instruction. Measures of student learning align with the curriculum and core concepts in the discipline, and students can demonstrate their understanding in more than one way.

<table>
<thead>
<tr>
<th>Component</th>
<th>Unsatisfactory (0)</th>
<th>Basic (1)</th>
<th>Proficient (2)</th>
<th>Distinguished (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a: Demonstrating knowledge of content and pedagogy</td>
<td>The teacher candidate displays little understanding of prerequisite knowledge important to student learning of the content. The teacher candidate displays little or no understanding of the range of pedagogical approaches suitable to student learning of the content.</td>
<td>The teacher candidate is familiar with the important concepts in the discipline but displays a lack of awareness of how these concepts relate to one another. The teacher candidate indicates some awareness of prerequisite learning, although such knowledge may be inaccurate or incomplete. The teacher candidate’s plans and practice reflect a limited range of pedagogical approaches to the discipline or to the students.</td>
<td>The teacher candidate displays solid knowledge of the important concepts in the discipline and how these relate to one another. The teacher candidate demonstrates accurate understanding of prerequisite relationships among topics. The teacher candidate’s plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the discipline and the ability to anticipate student misconceptions.</td>
<td>The teacher displays extensive knowledge of the important concepts in the discipline and how these relate both to one another and to other disciplines. The teacher demonstrates understanding of prerequisite relationships among topics and concepts and understands the link to necessary cognitive structures that ensure student understanding. The teacher’s plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the discipline and the ability to anticipate student misconceptions.</td>
</tr>
<tr>
<td>1b: Demonstrating knowledge of students</td>
<td>The teacher candidate displays minimal understanding of how students learn—and little knowledge of their varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages—and does not indicate that such knowledge is valuable.</td>
<td>The teacher candidate displays generally accurate knowledge of how students learn and of their varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages, yet may apply this knowledge not to individual students but to the class as a whole.</td>
<td>The teacher candidate understands the active nature of student learning and attains information about levels of development for groups of students. The teacher candidate also purposefully acquires knowledge from several sources about groups of students’ varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages.</td>
<td>The teacher understands the active nature of student learning and acquires information about levels of development for individual students. The teacher also systematically acquires knowledge from several sources about individual students’ varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages.</td>
</tr>
<tr>
<td>1c: Setting instructional outcomes</td>
<td>The outcomes represent low expectations for students and lack of rigor, and not all of these outcomes reflect important learning in the discipline. They are stated as student activities, rather than as outcomes for learning. Outcomes reflect only one type of learning and only one discipline or strand and are suitable for only some students.</td>
<td>Outcomes represent moderately high expectations and rigor. Some reflect important learning in the discipline and consist of a combination of outcomes and activities. Outcomes reflect several types of learning, but the teacher candidate has made no effort at coordination or integration. Outcomes, based on global assessments of student learning, are suitable for most of the students in the class.</td>
<td>Most outcomes represent rigorous and important learning in the discipline and are clear, are written in the form of student learning, and suggest viable methods of assessment. Outcomes reflect several different types of learning and opportunities for coordination, and they are differentiated, in whatever way is needed, for different groups of students.</td>
<td>All outcomes represent high-level learning in the discipline. They are clear, are written in the form of student learning, and permit viable methods of assessment. Outcomes reflect several different types of learning and, where appropriate, represent both coordination and integration. Outcomes are differentiated, in whatever way is needed, for individual students</td>
</tr>
<tr>
<td>1d: Demonstrating knowledge of resources</td>
<td>The teacher candidate is unaware of resources to assist student learning beyond materials provided by the school or district, nor is the teacher candidate aware of resources for expanding one’s own professional skill.</td>
<td>The teacher candidate displays some awareness of resources beyond those provided by the school or district for classroom use and for extending one’s professional skill but does not seek to expand this knowledge.</td>
<td>The teacher candidate displays awareness of resources beyond those provided by the school or district, including those on the Internet, for classroom use and for extending one’s professional skill, and seeks out such resources.</td>
<td>The teacher’s knowledge of resources for classroom use and for extending one’s professional skill is extensive, including those available through the school or district, in the community, through professional organizations and universities, and on the Internet.</td>
</tr>
<tr>
<td>1e: Designing coherent instruction</td>
<td>Learning activities are poorly aligned with the instructional outcomes, do not follow an organized progression, are not designed to engage students in active intellectual activity, and have unrealistic time</td>
<td>Some of the learning activities and materials are aligned with the instructional outcomes and represent moderate cognitive challenge, but with no differentiation for different students.</td>
<td>Most of the learning activities are aligned with the instructional outcomes and follow an organized progression suitable to groups of students. The learning activities have</td>
<td>The sequence of learning activities follows a coherent sequence, is aligned to instructional goals, and is designed to engage students in high-level cognitive activity. These are appropriately differentiated for individual learners. Instructional</td>
</tr>
</tbody>
</table>
Establishing a rapport of respect and environment

Creating an environment for all students to learn:

The classroom environment is characterized by:

- High expectations for learning and student success.
- Students feel valued and are encouraged to take intellectual risks.
- Teacher candidate and students demonstrate mutual respect.
- Student success is the result of cognitive challenge and effort.
- Instructional groups are varied appropriately, with some opportunity for student choice.

Table: Domain 2: The Classroom Environment

<table>
<thead>
<tr>
<th>Component</th>
<th>Unsatisfactory (0)</th>
<th>Basic (1)</th>
<th>Proficient (2)</th>
<th>Distinguished (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2a: Creating an environment of respect and rapport</td>
<td>Patterns of classroom interactions, both between teacher candidate and students and among students, are mostly negative, inappropriate, or insensitive to students’ ages, cultural backgrounds, and developmental levels. Student interactions are characterized by sarcasm, put-downs, or conflict. The teacher candidate does not deal with disrespectful behavior.</td>
<td>Patterns of classroom interactions, both between teacher candidate and students and among students, are generally appropriate but may reflect occasional inconsistencies, favoritism, and disregard for students’ ages, cultures, and developmental levels. Students rarely demonstrate disrespect for one another. The teacher candidate attempts to respond to disrespectful behavior, with uneven results. The net result of the interactions is neutral, conveying neither warmth nor conflict.</td>
<td>Teacher-student interactions are friendly and demonstrate general caring and respect. Such interactions are appropriate to the ages, cultures, and developmental levels of the students. Interactions among students are generally polite and respectful, and students exhibit respect for the teacher candidate. The teacher candidate responds successfully to disrespectful behavior among students. The net result of the interactions is polite, respectful, and businesslike, though students may be somewhat cautious about taking intellectual risks.</td>
<td>Classroom interactions between teacher and students and among students are highly respectful, reflecting genuine warmth, caring, and sensitivity to students as individuals. Students exhibit respect for the teacher and contribute to high levels of civility among all members of the class. The net result is an environment where all students feel valued and are comfortable taking intellectual risks.</td>
</tr>
<tr>
<td>2b: Establishing a culture for learning</td>
<td>The classroom culture is characterized by a lack of teacher candidate or student commitment to learning, and/or little or no investment of student energy in the task at hand. Hard work and the precise use of language are not expected or valued. Medium to low expectations for student achievement are the norm, with high expectations for learning reserved for only one or two students.</td>
<td>The classroom culture is characterized by little commitment to learning by the teacher candidate or students. The teacher candidate appears to be only “going through the motions,” and students indicate that they are interested in the completion of a task rather than the quality of the work. The teacher candidate conveys that student success is the result of natural ability rather than hard work, and refers only in passing to the precise use of language. High expectations for learning are reserved for those students thought to have a natural aptitude for the subject.</td>
<td>The classroom culture is a place where learning is valued by all; high expectations for both learning and hard work are the norm for most students. Students understand their role as learners and consistently expend effort to learn. Classroom interactions support learning, hard work, and the precise use of language.</td>
<td>The classroom culture is a cognitively busy place, characterized by a shared belief in the importance of learning. The teacher conveys high expectations for learning for all students and insists on hard work; students assume responsibility for high quality by initiating improvements, making revisions, adding detail, and/or assisting peers in their precise use of language.</td>
</tr>
</tbody>
</table>
Domain 3: Instruction

All students are highly engaged in learning and make significant contribution to the success of the class through participation in equitable discussions, active involvement in their learning and the learning of others. Students and the teacher candidate work in ways that demonstrate their belief that rigorous instruction and hard work will result in greater academic achievement. Teacher feedback is specific to learning activities; the directions and procedures are clear and anticipate possible student misunderstanding. The teacher candidate’s explanation of content is thorough and clear, developing conceptual understanding through artful scaffolding and connecting with students’ interests. Students contribute to extending the content and help explain concepts to their classmates. The teacher’s spoken and written language is expressive, and the teacher finds opportunities to extend students’ vocabularies.

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>3a:</td>
<td>The instructional purpose of the lesson is unclear to students, and the directions and procedures are confusing. The teacher candidate’s explanation of the content contains major errors. The teacher candidate’s spoken or written language contains errors of grammar or syntax. The teacher candidate’s vocabulary is inappropriate, vague, or used incorrectly, leaving students confused.</td>
<td>The teacher candidate’s attempt to explain the instructional purpose has partial success, and/or directions and procedures must be clarified after initial student confusion. The teacher candidate’s explanation of the content may contain minor errors; some portions are clear; other portions are difficult to follow. The teacher candidate’s explanation consists of a monologue, with no invitation to the students for intellectual engagement. Teacher candidate’s spoken language is correct; however, his or her vocabulary is limited, or not fully appropriate to the students’ ages or backgrounds.</td>
<td>The teacher candidate clearly communicates instructional purpose of the lesson, including where it is situated within broader learning, and explains procedures and directions clearly. Teacher candidate’s explanation of content is well scaffolded, clear and accurate, and connects with students’ knowledge and experience. During the explanation of content, the teacher candidate invites student intellectual engagement. Teacher candidate’s spoken and written language is clear and correct and uses vocabulary appropriate to the students’ ages and interests.</td>
<td>The teacher links the instructional purpose of the lesson to student interests; the directions and procedures are clear and anticipate possible student misunderstanding. The teacher’s explanation of content is thorough and clear, developing conceptual understanding through artful scaffolding and connecting with students’ interests. Students contribute to extending the content and help explain concepts to their classmates. The teacher’s spoken and written language is expressive, and the teacher finds opportunities to extend students’ vocabularies.</td>
</tr>
</tbody>
</table>
### 3b: Using questioning and discussion techniques

| Teacher candidate’s questions are of low cognitive challenge, require single correct responses, and are asked in rapid succession. Interreaction between teacher candidate and students is predominantly recitation style, with the teacher candidate mediating all questions and answers. A few students dominate the discussion. |
| Teacher candidate’s questions lead students through a single path of inquiry, with answers seemingly determined in advance. Alternatively, the teacher candidate attempts to frame some questions designed to promote student thinking and understanding, but only a few students are involved. Teacher candidate attempts to engage all students in the discussion and to encourage them to respond to one another, but with uneven results. |
| Although the teacher candidate may use some low-level questions, he or she asks the students questions designed to promote thinking and understanding. Teacher candidate creates a genuine discussion among students, providing adequate time for students to respond and stepping aside when appropriate. Teacher candidate successfully engages most students in the discussion, employing a range of strategies to ensure that most students are heard. |
| Teacher uses a variety or series of questions or prompts to challenge students cognitively, advance high-level thinking and discourse, and promote metacognition. Students formulate many questions, initiate topics, and make unsolicited contributions. Students themselves ensure that all voices are heard in the discussion. |

### 3c: Engaging students in learning

| Learning tasks and activities, materials, resources, instructional groups and technology are poorly aligned with the instructional outcomes or require only rote responses. The pace of the lesson is too slow or too rushed. Few students are intellectually engaged or interested. |
| Learning tasks and activities are partially aligned with the instructional outcomes but require only minimal thinking by students, allowing most to be passive or merely compliant. The pacing of the lesson may not provide students the time needed to be intellectually engaged. |
| The learning tasks and activities are aligned with the instructional outcomes and designed to challenge student thinking, the result being that most students display active intellectual engagement with important and challenging content and are supported in that engagement by teacher candidate scaffolding. The pacing of the lesson is appropriate, providing most students the time needed to be intellectually engaged. |
| Virtually all students are intellectually engaged in challenging content through well-designed learning tasks and suitable scaffolding by the teacher and fully aligned with the instructional outcomes. In addition, there is evidence of some student initiation of inquiry and of student contribution to the exploration of important content. The pacing of the lesson provides students the time needed to intellectually engage with and reflect upon their learning and to consolidate their understanding. Students may have some choice in how they complete tasks and may serve as resources for one another. |

### 3d: Using Assessment in Instruction

| There is little or no assessment or monitoring of student learning; feedback is absent or of poor quality. Students do not appear to be aware of the assessment criteria and do not engage in self-assessment. |
| Assessment is used sporadically by teacher candidate and/or students to support instruction through some monitoring of progress in learning. Feedback to students is general, students appear to be only partially aware of the assessment criteria used to evaluate their work, and few assess their own work. Questions, prompts, and assessments are rarely used to diagnose evidence of learning. |
| Assessment is used regularly by teacher candidate and/or students during the lesson through monitoring of learning progress and results in accurate, specific feedback that advances learning. Students appear to be aware of the assessment criteria; some of them engage in self-assessment. Questions, prompts, assessments are used to diagnose evidence of learning. |
| Assessment is fully integrated into instruction through extensive use of formative assessment. Students appear to be aware of, and there is some evidence that they have contributed to, the assessment criteria. Students self-assess and monitor their progress. A variety of feedback, from both their teacher and their peers, is accurate, specific, and advances learning. Questions, prompts, assessments are used regularly to diagnose evidence of learning by individual students. |

### 3e: Demonstrating flexibility and responsiveness

| The teacher candidate adheres to the instruction plan in spite of evidence of poor student understanding or lack of interest. Teacher candidate ignores student questions; when students experience difficulty, the teacher candidate blames the students or their home environment. |
| The teacher candidate attempts to modify the lesson when needed and to respond to student questions and interests, with moderate success. Teacher candidate accepts responsibility for student success but has only a limited repertoire of strategies to draw upon. |
| The teacher candidate promotes the successful learning of all students, making minor adjustments as needed to instructional plans and accommodating student responses. Questions, prompts, and assessments are used to diagnose evidence of learning. |
| Teacher seize on a teachable moment to enhance a lesson. The teacher conveys to students that s/he won’t consider a lesson “finished” until every
**Domain 4: Professional Responsibilities**

Effective teacher candidates have high ethical standards and a deep sense of professionalism. They utilize integrated systems for using student learning data, record keeping and communicating with families clearly, timely and with cultural sensitivity. They assume leadership roles in both school and district projects, and engage in a wide-range of professional development activities. Reflection on their own practice results in ideas for improvement that are shared across the community and improve the practice of all. These are teacher candidates who are committed to fostering a community of effortful learning that reflects the highest standards for teaching and student learning in ways that are respectful and responsive to the needs and backgrounds of all learners.

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<td><strong>4a: Reflecting on Teaching</strong></td>
<td>The teacher candidate does not know whether a lesson was effective or achieved its instructional outcomes, or the teacher candidate profoundly misjudges the success of a lesson. The teacher candidate has no suggestions for how a lesson could be improved.</td>
<td>The teacher candidate has a generally accurate impression of a lesson’s effectiveness and the extent to which instructional outcomes were met. The teacher candidate makes general suggestions about how a lesson could be improved.</td>
<td>The teacher candidate makes an accurate assessment of a lesson’s effectiveness and the extent to which it achieved its instructional outcomes and can cite general references to support the judgment. The teacher candidate makes a few specific suggestions of what could be tried another time the lesson is taught.</td>
<td>The teacher makes a thoughtful and accurate assessment of a lesson’s effectiveness and the extent to which it achieved its instructional outcomes, citing many specific examples from the lesson and weighing the relative strengths of each. Drawing on an extensive repertoire of skills, the teacher offers specific alternative actions, complete with the probable success of different courses of action.</td>
</tr>
<tr>
<td><strong>4b: Maintaining Accurate Records</strong></td>
<td>Even with supervision the teacher candidate demonstrates maintaining information on student completion of assignments and student progress in learning that is nonexistent or in disarray. The records for non-instructional activities are in disarray which results in errors and confusion.</td>
<td>With supervision the teacher candidate demonstrates maintaining information on student completion of assignments and student progress in learning that is rudimentary and partially effective. Records for non-instructional activities are adequate but inefficient and, unless given frequent oversight by the cooperating teacher, prone to errors.</td>
<td>With supervision the teacher candidate demonstrates maintaining information on student completion of assignments, student progress in learning, and non-instructional records that is fully effective.</td>
<td>The teacher’s system for maintaining information on student completion of assignments, student progress in learning, and non-instructional records is fully effective. Students contribute information and participate in maintaining the records.</td>
</tr>
<tr>
<td><strong>4c: Supervised communication with families</strong></td>
<td>The teacher candidate has not demonstrated the cultural, professional, social, and verbal skills necessary for involvement with families. With supervision, the teacher candidate demonstrates some communication and involvement with families. The teacher candidate makes partially successful attempts to engage families in the instructional program.</td>
<td>With supervision, the teacher candidate communicates effectively with families multiple times; making some attempts to successfully engage families in the instructional program.</td>
<td>The teacher communicates frequently with families in a culturally sensitive manner, with students contributing to the communication. The teacher responds to family concerns with professional and cultural sensitivity. The teacher’s efforts to engage families in the instructional program are frequent and successful.</td>
<td></td>
</tr>
<tr>
<td><strong>4d: Participating in a Professional Community</strong></td>
<td>The teacher candidate’s relationships with colleagues are negative or self-serving. The teacher candidate avoids participation in a professional culture of inquiry, resisting opportunities to become involved. The teacher candidate avoids becoming involved in school events or school and district projects recommended by the cooperating teacher.</td>
<td>The teacher candidate’s professional relationships are cordial and fulfill school/district duties recommended by the cooperating teacher; including involvement in a culture of inquiry, school events and/or school/district projects when asked.</td>
<td>The teacher candidate’s professional relationships are characterized by mutual support and cooperation; include active participation in a culture of professional inquiry, school events and school/district projects, making substantial contributions.</td>
<td>Professional relationships are characterized by mutual support, cooperation and initiative in assuming leadership in promoting a culture of inquiry and making substantial contributions to school/district projects.</td>
</tr>
<tr>
<td>4e: Growing and Developing Professionally</td>
<td>The teacher candidate engages in no professional development activities to enhance knowledge or skill. The teacher candidate resists feedback on teaching performance from either supervisors or more experienced colleagues. The teacher candidate makes no effort to share knowledge with others or to assume professional responsibilities.</td>
<td>The teacher candidate participates to a limited extent in professional activities when they are convenient. The teacher candidate engages in a limited way with colleagues and supervisors in professional conversation about practice, including some feedback on teaching performance. The teacher candidate finds limited ways to assist other teachers and contribute to the profession.</td>
<td>The teacher candidate seeks out opportunities for professional development to enhance content knowledge and pedagogical skill. The teacher candidate actively engages with colleagues and supervisors in professional conversation about practice, including feedback about practice. The teacher candidate participates actively in assisting other educators and looks for ways to contribute to the profession.</td>
<td>The teacher seeks out opportunities for professional development and makes a systematic effort to conduct action research. The teacher solicits feedback on practice from both supervisors and colleagues. The teacher initiates important activities to contribute to the profession.</td>
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</tr>
<tr>
<td>4f: Showing Professionalism</td>
<td>The teacher candidate interaction are characterized by inconsistent professionalism in dress, grooming, communication, timeliness, commitment to teaching, ability to take on responsibilities in the classroom, and other school responsibilities.</td>
<td>The teacher candidate interaction are characterized by honest, genuine but inconsistent professionalism in dress, grooming, communication, timeliness, commitment to teaching, ability to take on responsibilities in the classroom, or other school responsibilities.</td>
<td>The teacher candidate displays high standards of honesty, integrity, and confidentiality in interactions with colleagues, students, and the public. The teacher candidate demonstrates full commitments to teaching and a willingness to take on responsibilities in the classroom and other school responsibilities as well as some voluntary participation in professional development or after school activities.</td>
<td>The teacher can be counted on to hold the highest standards of honesty, integrity, and confidentiality and takes a leadership role with colleagues. The teacher is highly proactive in serving students, seeking out resources when needed. The teacher makes a concerted effort to challenge negative attitudes or practices to ensure that all students, particularly those traditionally underserved, are honored in the school. The teacher takes a leadership role in team or departmental decision making and helps ensure that such decisions are based on the highest professional standards. The teacher complies fully with school and district regulations, taking a leadership role with colleagues.</td>
</tr>
</tbody>
</table>
Section 1. Mission
The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

Section 2. Introduction
(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this Commonwealth, a Code of Professional Practice and Conduct (Code) for certificated educators is required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate. The Professional Standards and Practices Commission (PSPC) was charged by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251 - 12-1268), known as the Teacher Certification Law, with adopting a Code by July 1, 1991. See 24 P. S. § 12-1255(a)(10).
(b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

Section 3. Purpose
(a) Professional educators in this Commonwealth believe that the quality of their services directly influences the Nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.
(b) Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student and colleague alike; the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

Section 4. Practices
(a) Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator's conduct toward students and colleagues, and the educator's employer and community. When teacher candidates become professional educators in this Commonwealth, they are expected to abide by this section.
(b) Professional educators are expected to abide by the following:
   (1) Professional educators shall abide by the Public School Code of 1949 (24 P. S. § § 1-101 - 27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P. S. § § 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4)) and this chapter.
   (2) Professional educators shall be prepared, and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher.
who has that day become ill; a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.

(3) Professional educators shall maintain high levels of competence throughout their careers.
(4) Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.

(5) Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.

(6) Professional educators shall impart to their students principles of good citizenship and societal responsibility.

(7) Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.

(8) Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.

(9) Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.

(10) Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

Section 5. Conduct
Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violation of §§ 235.6-235.11 may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.

Section 6. Legal obligations
(a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. §§ 12-1251-12-1268), known as the Teacher Certification Law.
(b) The professional educator may not engage in conduct prohibited by:
   (1) The Public School Code of 1949 (24 P. S. §§ 1-101-27-2702) and other laws relating to the schools or the education of children.
(c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

Section 7. Certification
The professional educator may not:
   (1) Accept employment, when not properly certificated, in a position for which certification is required.
   (2) Assist entry into or continuance in the education profession of an unqualified person.
   (3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.
Section 8. Civil Rights
The professional educator may not:

(1) Discriminate on the basis of race, National or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

(2) Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.

Section 9. Improper personal or financial gain

(1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.

(2) Exploit a professional relationship for personal gain or advantage.

Section 10. Relationships with students
The professional educator may not:

(1) Knowingly and intentionally distort or misrepresent evaluations of students.

(2) Knowingly and intentionally misrepresent subject matter or curriculum.

(3) Sexually harass or engage in sexual relationships with students.

(4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

Section 11. Professional relationships
The professional educator may not:

(1) Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.

(2) Knowingly and intentionally distort evaluations of colleagues.

(3) Sexually harass a fellow employee.

(4) Use coercive means or promise special treatment to influence professional decisions of colleagues.

(5) Threaten, coerce or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.

The Code of Professional Practice and Conduct for Educators can be found at 22 Pa. Code §§235.1 - 235.11.

All questions should be directed to the Professional Standards and Practices Commission at (717) 787-6576.

http://www.portal.state.pa.us/portal/server.pt/community/guidelines,_policies,_complaint_forms,_reports_and_related_documents_/8850/code_of_conduct/529193
1. Unit Plan
2. Lesson Plan, sample(s)
3. Student Evaluation, sample(s)
4. Self-Designed instructional materials *
5. Behavior Intervention, example(s)
6. Professional Growth Activities **
7. Reflective Journal; written, audio or visual log ***
8. Video Tape Recording of Teaching Lesson(s)
9. Cooperating Teacher Critiques
10. Evaluations; interim, mid-term and final
11. Anecdotes
12. Case Study
13. Publications and Presentations
14. Extracurricular Activities: coaching, judging, directing, etc.
15. Technology****
16. Online teaching module *****

* Photographs and drawings of games, bulletin boards, learning centers, worksheets, manipulations, transparencies, student activities

** In-service, board meetings, faculty meetings, presentations, conferences etc.

*** Each entry requires a brief personal reflection.

**** List equipment and degree of proficiency

***** These modules could be developed via your school’s online learning environment (e.g., Moodle) and used to support your in-class teaching. For example, your module could include links to such well-respected online learning websites as http://www.khanacademy.org/, which has, as the Khanacademy website says, “3,300 videos on everything from arithmetic to physics, finance, and history and hundreds of skills to practice.”
APPENDIX F

College of Education ♦ Slippery Rock University
Portfolio: Artifacts & Symbols of Success

PASS Assessment Form

Date admitted to SRU: ____________________________________________

Student Teacher: ___________________________ Semester/Year: ______________

Major:  ☐ Dual Major Special Ed/Early Child  ☐ Early Child  ☐ Middle Level  ☐ Music Ed  ☐ Secondary Ed  ☐ Health & PE

Please refer to PASS Rubric when completing this form

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<tbody>
<tr>
<td>Organization</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labeling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table of Contents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appearance</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C O N T E N T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Domains</td>
</tr>
<tr>
<td>Artifacts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>R E F L E C T I V E S T A T E M E N T S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Development</td>
</tr>
<tr>
<td>Applicable Domain</td>
</tr>
<tr>
<td>Insight</td>
</tr>
<tr>
<td>Understanding</td>
</tr>
<tr>
<td>Application of Artifacts</td>
</tr>
<tr>
<td>Plan of Action</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>W R I T I N G S K I L L S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fail</td>
</tr>
<tr>
<td>Spelling</td>
</tr>
<tr>
<td>Punctuation</td>
</tr>
<tr>
<td>Format</td>
</tr>
<tr>
<td>Grammar</td>
</tr>
<tr>
<td>Word Processing</td>
</tr>
<tr>
<td>Citations &amp; Reference</td>
</tr>
<tr>
<td>Portfolio Recommendation</td>
</tr>
</tbody>
</table>

Student Teaching Supervisor

*Supervisor: This form is to be completed and submitted via Taskstream for all undergraduate student teachers.*
PASS Rubric

**STUDENT TEACHER:** Use this rubric, or one provided by your supervisor as a guide when preparing your Portfolio. **SUPERVISOR:** Use this rubric as a guide when completing the PASS Assessment Sheet. You also have the option of designing and using your own assessment instrument.

### Technical Aspects

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Basic</th>
<th>Proficient</th>
<th>Distinguished</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ORGANIZATION</strong></td>
<td>• Materials lack methodical organization or Domains not used.</td>
<td>• Organizational pattern is not readily discernible by reader.</td>
<td>• Portfolio is well organized by Domains and sections.</td>
</tr>
<tr>
<td><strong>LABELING</strong></td>
<td>• Labeling difficult to follow or not used.</td>
<td>• Labeling is adequate.</td>
<td>• All sections are clearly marked with divider tabs.</td>
</tr>
<tr>
<td><strong>TABLE OF CONTENTS</strong></td>
<td>• Table of Contents is difficult to use or not included.</td>
<td>• Table of Contents included but not fully developed.</td>
<td>• Table of Contents provides a broad overview of portfolio, is neat and organized.</td>
</tr>
<tr>
<td><strong>APPEARANCE</strong></td>
<td>• Portfolio presentation is flat or unprofessional in appearance.</td>
<td>• Portfolio is generic in appearance. Little creativity displayed.</td>
<td>• Portfolio is well constructed and displays creativity.</td>
</tr>
</tbody>
</table>

### Content

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Basic</th>
<th>Proficient</th>
<th>Distinguished</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DOMAINS</strong></td>
<td>• Only 1 Domain is represented in portfolio or Domains are not addressed.</td>
<td>• 2 Domains are represented in Portfolio.</td>
<td>• 3 Domains are represented in Portfolio.</td>
</tr>
<tr>
<td><strong>ARTIFACTS</strong></td>
<td>• Insufficient number of artifacts over the 4 Domains or artifacts do not adequately match the targeted domain.</td>
<td>• An adequate number of artifacts, representing several different categories, are included for at least 3 of the 4 Domains.</td>
<td>• An adequate number of artifacts, representing a variety of categories, are included for the 4 Domains.</td>
</tr>
</tbody>
</table>

A Portfolio Reflection should include three basic parts. The *Description of Learning* summarizes learning experiences tied to domains. A *Reflection* provides thoughtful insight into learning. A *Plan of Action* demonstrates the pre-service teacher’s ability to focus on future professional development. You will write 4 Reflection Papers - one for each of the 4 Domains.

### Reflective Statements

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Basic</th>
<th>Proficient</th>
<th>Distinguished</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEVELOPMENT</strong></td>
<td>• Description of Learning is not well developed or not included.</td>
<td>• Description of Learning is adequate.</td>
<td>• Description of Learning is appropriate to the Domain.</td>
</tr>
</tbody>
</table>

*Continued on Side 2 ➔*
# Reflective Statements (continued)

<table>
<thead>
<tr>
<th><strong>APPLICABLE DOMAIN</strong></th>
<th><strong>Unsatisfactory</strong></th>
<th><strong>Basic</strong></th>
<th><strong>Proficient</strong></th>
<th><strong>Distinguished</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Learning provides evidence that writer possesses a marginal or no understanding of the applicable domain and/or component</td>
<td>Description of Learning provides evidence that writer possesses a basic understanding of the applicable domain and/or component</td>
<td>Description of Learning provides evidence that writer possesses an understanding of the applicable domain and/or component</td>
<td>Description of Learning provides evidence that writer possesses a good understanding of the applicable domain and/or component</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>INSIGHT</strong></th>
<th><strong>Unsatisfactory</strong></th>
<th><strong>Basic</strong></th>
<th><strong>Proficient</strong></th>
<th><strong>Distinguished</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflection is basically a summary of the artifacts or is a rehash of the Description of Learning</td>
<td>Reflection provides some insight but does not include adequate links between artifacts and the knowledge base.</td>
<td>Reflection provides insight and includes specific links between artifacts and the knowledge base.</td>
<td>Reflection provides insight, is well developed, and includes specific links between artifacts and the knowledge base.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>UNDERSTANDING</strong></th>
<th><strong>Unsatisfactory</strong></th>
<th><strong>Basic</strong></th>
<th><strong>Proficient</strong></th>
<th><strong>Distinguished</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflection does not indicate an understanding of the Domains and Components.</td>
<td>Reflection indicates a minimum understanding of the Domains and Components</td>
<td>Reflection indicates an understanding of the Domains and Components</td>
<td>Reflection indicates an in-depth understanding of the Domains and Components</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>APPLICATION OF ARTIFACTS</strong></th>
<th><strong>Unsatisfactory</strong></th>
<th><strong>Basic</strong></th>
<th><strong>Proficient</strong></th>
<th><strong>Distinguished</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflection does not include application of artifacts &amp; experiences to one’s professional growth.</td>
<td>Reflection includes modest attempts to tie artifacts &amp; experiences to one’s professional growth.</td>
<td>Reflection includes application of artifacts &amp; experiences to one’s professional growth</td>
<td>Reflection includes thoughtful application of artifacts &amp; experiences to one’s professional growth</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PLAN OF ACTION</strong></th>
<th><strong>Unsatisfactory</strong></th>
<th><strong>Basic</strong></th>
<th><strong>Proficient</strong></th>
<th><strong>Distinguished</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Plan of Action is missing or not well developed.</td>
<td>The Plan of Action is tied to domains attempts are made to discuss the possible application of knowledge and skills to the profession.</td>
<td>The Plan of Action is tied to domains and discusses the possible application of knowledge and skills to the profession.</td>
<td>The Plan of Action is tied to domains and shows insight into the possible application of knowledge and skills to the profession.</td>
<td></td>
</tr>
</tbody>
</table>

## Writing Skills

<table>
<thead>
<tr>
<th><strong>Spelling</strong></th>
<th><strong>Unsatisfactory</strong></th>
<th><strong>Basic</strong></th>
<th><strong>Proficient</strong></th>
<th><strong>Distinguished</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Punctuation</strong></th>
<th><strong>Unsatisfactory</strong></th>
<th><strong>Basic</strong></th>
<th><strong>Proficient</strong></th>
<th><strong>Distinguished</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Format</strong></th>
<th><strong>Unsatisfactory</strong></th>
<th><strong>Basic</strong></th>
<th><strong>Proficient</strong></th>
<th><strong>Distinguished</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Grammar</strong></th>
<th><strong>Unsatisfactory</strong></th>
<th><strong>Basic</strong></th>
<th><strong>Proficient</strong></th>
<th><strong>Distinguished</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammatical errors evident in document.</td>
<td>All rules of grammar followed.</td>
<td>Document produced on a word processor.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Word Processing</strong></th>
<th><strong>Unsatisfactory</strong></th>
<th><strong>Basic</strong></th>
<th><strong>Proficient</strong></th>
<th><strong>Distinguished</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Document is typed or handwritten.</td>
<td>All rules of grammar followed.</td>
<td>Document produced on a word processor.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Citations &amp; Reference List</strong></th>
<th><strong>Unsatisfactory</strong></th>
<th><strong>Basic</strong></th>
<th><strong>Proficient</strong></th>
<th><strong>Distinguished</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Errors present in citations and/or references.</td>
<td>All rules of grammar followed.</td>
<td>Document produced on a word processor.</td>
<td>Citations &amp; References follow APA Style.</td>
<td></td>
</tr>
</tbody>
</table>
Effective classroom management is critical to the student teacher being successful. Classroom management refers to all of the things teachers do to organize students, space, time and materials to maximize effective teaching and student learning (Wong & Wong, 1998). Research has shown effectively managed classrooms and high student achievements are linked. Wong and Wong identify two objectives of classroom management:

1. Enhance student involvement and cooperating
2. Establish a positive working environment

Use these tips to strengthen classroom management:

- Post classroom expectations, rewards and consequences.
- Promote positive action. Acknowledge inappropriate behavior but reinforce the action’s positive counterpart.
- Circulate through the room. Physical proximity to students can stop inappropriate behavior before it starts.
- Say please and thank you every chance you get.
- Incorporate music into your classroom when possible.
- Use your lesson plans.
- Post assignments daily.
- Post a schedule or agenda.
- Use positive praise.
- Plan for student successes.
- Plan for student rewards.
- Have a back-up activity for those unexpected events.
- Establish procedures for student tardiness, bathroom breaks and lack of ready-to-use supplies.
- Have something for students to do when they complete assignments early.
- Use cooperative learning strategies.
- Catch students being good and reinforce that behavior.
- Tell students you appreciate their efforts and class contributions.
- Make sure your students know what to do in the classroom.
- Model the behaviors you want your students to engage in.
- Devote time at the beginning of the school year to teach class rules to your students.
- Roleplay problem causing situations before they occur.
- Every day, make your initial contact with each student a positive one. Each day say “Good morning” or “How are you?”
- Set limits for behavior by telling students your tolerance level.
- Ignore behaviors that may possibly increase by attending to them.
- Develop a signal to let students know behavior is unacceptable.
- Reinforce students for appropriate behavior.
- Provide students with breaks from work when they become agitated or bored.
- Redirect bored students back to task by offering help, discussing the assignment or complimenting the student’s accomplishment on the completed part of the task.
- Make a direct appeal to the student’s sense of fairness.

*The First Days of School* by Harry and Rosemary Wong is a book you may need to find. This highly readable book shows the difference between an effective and ineffective teacher. The Wongs systematically outline the techniques used by effective teachers.
# APPENDIX H

## Slippery Rock University

### Rubric for the Assessment of Undergraduate/Graduate Dispositions

## ELEMENT 1: COMMITMENT TO ACADEMIC INTEGRITY & EXPERTISE

(Identify rating on addendum page)

<table>
<thead>
<tr>
<th>Exemplary</th>
<th>a) Shows <strong>enthusiasm</strong> for the teaching/learning process;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>b) Takes initiative to <strong>exceed</strong> stated course requirements;</td>
</tr>
<tr>
<td></td>
<td>c) Prepares <strong>thoroughly and consistently</strong> for classes;</td>
</tr>
<tr>
<td></td>
<td>d) Models appropriate oral and written language (e.g., employs suitable tone and voice, and verbal and nonverbal expressions, uses grammatically correct sentences in speech and in writing)</td>
</tr>
<tr>
<td></td>
<td>e) Demonstrates honesty and integrity during university events and class sessions (e.g., contributes to collaborative assignments, cites resources, appropriate use of technology and resources)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Target</th>
<th>a) Shows <strong>interest</strong> in the teaching/learning process;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>b) Takes initiative to <strong>meet</strong> stated course requirements;</td>
</tr>
<tr>
<td></td>
<td>c) Prepares <strong>consistently</strong> for classes;</td>
</tr>
<tr>
<td></td>
<td>d) Models appropriate oral and written language (e.g., employs suitable tone and voice, and verbal and nonverbal expressions, uses grammatically correct sentences in speech and in writing)</td>
</tr>
<tr>
<td></td>
<td>e) Demonstrates honesty and integrity during university events and class sessions (e.g., contributes to collaborative assignments, cites resources, appropriate use of technology and resources)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Near Target - Developing</th>
<th>The candidate <strong>falls short in one</strong> of the characteristics described for a target disposition.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please describe where the candidate is lacking on addendum page.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unacceptable</th>
<th>The candidate <strong>falls short in more than one</strong> of the characteristics described for a target disposition or <strong>demonstrates an egregious contradiction</strong> to one of the descriptors.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please describe where the candidate is lacking and provide specific suggestions to help candidate move toward the target disposition on addendum page.</td>
</tr>
</tbody>
</table>

| N/A                     |                                                                                         |

## ELEMENT 2: ENGAGEMENT WITH PEOPLE AND IDEAS

(Identify rating on addendum page)

<table>
<thead>
<tr>
<th>Exemplary</th>
<th>a) Demonstrates kind, caring and respectful behavior with others (e.g., maintains emotional control, responds appropriately to actions of others, adapts to unexpected situations)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>b) Engages in positive, cooperative relationships with all faculty and peers;</td>
</tr>
<tr>
<td></td>
<td>c) <strong>Demonstrates</strong> a reflective approach towards teaching and learning (e.g., <strong>analyzes one’s own effectiveness based on feedback of others</strong>);</td>
</tr>
<tr>
<td></td>
<td>d) <strong>Seeks</strong> feedback and <strong>eagerly modifies</strong> behavior based on feedback.</td>
</tr>
<tr>
<td></td>
<td>e) <strong>Consistently</strong> seeks clarification and assistance as needed and in an appropriate manner (e.g., meets with faculty during office hours and makes reasonable requests for assistance)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Target</th>
<th>a) Demonstrates kind, caring and respectful behavior with others (e.g., maintains emotional control, responds appropriately to actions of others, adapts to unexpected situations)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>b) Engages in positive, cooperative relationships with all faculty and peers;</td>
</tr>
<tr>
<td></td>
<td>c) <strong>Developing</strong> a reflective approach towards teaching and learning (e.g., <strong>analyzes one’s own effectiveness based on feedback by others</strong>)</td>
</tr>
<tr>
<td></td>
<td>d) <strong>Accepts</strong> feedback and <strong>attempts</strong> to modify behavior based on feedback.</td>
</tr>
<tr>
<td></td>
<td>e) Seeks clarification and assistance as needed and in an appropriate manner (e.g., meets with faculty during office hours and makes reasonable requests for assistance)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Near Target - Developing</th>
<th>The candidate <strong>falls short in one</strong> of the characteristics described for a target disposition.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please describe where the candidate is lacking on addendum page.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unacceptable</th>
<th>The candidate <strong>falls short in more than one</strong> of the characteristics described for a target disposition or <strong>demonstrates an egregious contradiction</strong> to one of the descriptors.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please describe where the candidate is lacking and provide specific suggestions to help candidate move toward the target disposition on addendum page.</td>
</tr>
</tbody>
</table>

| N/A                     |                                                                                         |
### ELEMENT 3: DISPLAY OF APPROPRIATE ATTITUDES/BEHAVIORS RELATED TO PROFESSIONAL CONTEXTS

| Exemplary | a) Models appropriate grooming and dress during class sessions;  
|           | b) **Seeks out** opportunities and **participates in** professional development opportunities both on and off campus;  
|           | c) Attends and **arrives early** for university events, class sessions, advisement appointments;  
|           | d) Assumes responsibilities for meeting class and program requirements and deadlines;  
|           | e) **Is thoroughly engaged** during all university events, class sessions (e.g., is attentive and eagerly participates, facilitates the contribution of others);  
|           | f) Adheres to established guidelines concerning student conduct as is stipulated in the University Guidelines.  
| Target    | a) Models appropriate grooming and dress during class sessions;  
|           | b) **Is aware of** and **demonstrates interest** in professional development opportunities both on and off campus;  
|           | c) Attends and **is punctual** for university events, class sessions, advisement appointments;  
|           | d) Assumes responsibilities for meeting class and program requirements and deadlines;  
|           | e) **Is mostly engaged** during all university events and class sessions (e.g., is attentive and responds when requested);  
|           | f) Adheres to established guidelines concerning student conduct as is stipulated in the University Guidelines.  
| Near Target - Developing | ● The candidate **falls short in one** of the characteristics described for a target disposition.  
| | ● Please describe where the candidate is lacking on addendum page.  
| Unacceptable | ● The candidate **falls short in more than one** of the characteristics described for a target disposition or **demonstrates an egregious contradiction** to one of the descriptors.  
| | ● Please describe where the candidate is lacking and provide specific suggestions to help candidate move toward the target disposition on addendum page.  
| N/A |  

### ELEMENT 4: DISPLAY OF APPROPRIATE ATTITUDE/BEHAVIORS RELATED TO DIVERSITY

| Exemplary | a) Demonstrates respect for diverse populations in speech and behavior while at university events and during class sessions.  
|           | b) **Demonstrates an ability to apply theoretical knowledge** of diverse learners to specific teaching and learning situations. (e.g., prepares lesson plans that reflect a purposeful approach accommodating diverse populations)  
|           | c) Considers and accepts multiple perspectives at all times and **seeks to include multiple perspectives during instruction** (e.g., shows an understanding that we live in a pluralistic society, understands that often more than one perspective can be valid)  
|           | d) Interacts with sensitivity to community and cultural norms (race, ethnicity, age, gender, sexual orientation, physical and intellectual ability/disability, and socio economic status)  
| Target    | a) Demonstrates respect for diverse populations in speech and behavior while at university events and during class sessions.  
|           | b) **Attempts to apply theoretical knowledge** of diverse learners to specific teaching and learning situations. (e.g., attempts to prepare lesson plans that reflect a purposeful approach accommodating diverse populations)  
|           | c) Considers and accepts multiple perspectives at all times (e.g., shows an understanding that we live in a pluralistic society, understands that often more than one perspective can be valid)  
|           | d) Interacts with sensitivity to community and cultural norms (race, ethnicity, age, gender, sexual orientation, physical and intellectual ability/disability, and socio economic status)  
| Near Target - Developing | ● The candidate **falls short in one** of the characteristics described for a target disposition.  
| | ● Please describe where the candidate is lacking on addendum page.  
| Unacceptable | ● The candidate **falls short in more than one** of the characteristics described for a target disposition or **demonstrates an egregious contradiction** to one of the descriptors.  
| | ● Please describe where the candidate is lacking and provide specific suggestions to help candidate move toward the target disposition on addendum page.  
| N/A |
Slippery Rock University
Rubric for the Assessment of Undergraduate/Graduate Dispositions Addendum Page

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Evaluator's Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Advisor</th>
<th>Certification Area(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Evaluation of Student | Element 1 (Academics) | N/A | 0 | 1 | 2 | 3 | Element 2 (Engagement) | N/A | 0 | 1 | 2 | 3 | Element 3 (Professionalism) | N/A | 0 | 1 | 2 | 3 | Element 4 (Diversity) | N/A | 0 | 1 | 2 | 3 |

The purpose of this addendum to the Rubric for the Assessment of Dispositions is to identify & clarify the ratings of the student’s disposition. Any rating that is below the “Target (2)” level should also include additional feedback in the space provided below. Faculty members completing this addendum should share these recommendations with the student for ratings that are “Near Target or Developing (1)” and for ratings that are at the “Unacceptable (0)” level. Faculty members may request a meeting that could include the Chairperson of the student’s department, the Assistant to the Dean, or the Dean depending on the severity of the student’s action that is contrary to the descriptors on the Rubric for the Assessment of Dispositions.

Identify the sub-element(s) that the actions of the candidate are contrary to:
(ex. sub-element 3d, Assumes responsibilities for meeting class and program requirements and deadlines;)

Describe the specific action(s) of the candidate that were contrary to the sub-element(s) identified above:

Describe a suggested action for the candidate to take in order to be compliant with the identified sub-element(s):

Student Signature*

- By signing this form, you are indicating that you were made aware of the recommendation made by the faculty member and are clear about the actions that are required to be compliant with the expectations of the College of Education’s Assessment of Dispositions. Refusal to sign the form will result in a joint meeting with the faculty member, the student and the Chairperson, Assistant to the Dean and/or Dean.

White: Student   Yellow: Advisor   Pink: Evaluator

Students entering Fall 2005 (new and transfer students).
Assessing Dispositions

Dispositions are the values, commitments, and professional ethics that influence behaviors toward students, families, colleagues, and communities and affect student learning, motivation, and development as well as the educator’s own professional growth and development (NCATE).

One characteristic of an outstanding teacher is the ability to exhibit a high level of professionalism. Dispositions are an important element in teacher preparation leading to certification. Therefore, it is imperative that the College of Education assess the development of disposition in each pre-service candidate.

The following dispositions for teaching represent characteristics that are considered to be important for success in the classroom and are emblematic of a professional teacher.

1. Shows enthusiasm for teaching/learning process;
2. Engages in positive, cooperative relationships with faculty, peers, students, and K-12 staff;
3. Demonstrates a reflective approach towards teaching and learning;
4. Respects diversity;
5. Takes initiative to meet or exceed stated course requirements;
6. Prepares thoroughly and consistently for classes and field experiences;
7. Models appropriate oral and written language;
8. Demonstrates respectful behavior during class sessions;
9. Models appropriate grooming and dress during field experiences;
10. Participates in professional development opportunities both on and off campus;
11. Attends and is punctual for class sessions, advisement appointments, and field experiences;
12. Contacts appropriate personnel in advance when unable to meet a scheduled appointment;
13. Assumes responsibilities for meeting program and certification requirements and deadlines;
14. Adheres to established guidelines concerning student conduct as is stipulated in the University Guidelines;
15. Accepts feedback and uses suggestions to alter behavior.

These dispositions apply to the university setting, courses, practicum experiences and student teaching and are to be assessed during the teacher preparation program.
## APPENDIX I

### Slippery Rock University - Evaluation Sheet for the PDE 430 Form

<table>
<thead>
<tr>
<th>Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Banner ID: A00</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Subject(s) Taught:</th>
<th>Grade Level:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>School Year:</th>
<th>Term:</th>
<th>Major:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>District/IU:</th>
<th>*if dual major, list both</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>School:</th>
</tr>
</thead>
</table>

### Category I - Planning and Preparation Rating: ✔ 0 Unsatisfactory ☐ 1 Satisfactory ☐ 2 Superior ☐ 3 Exemplary

**Justification for Evaluation Rating (be specific and give examples):**

**Sources of Evidence:** (Check all that apply and append any supplementary documentation for **Unsatisfactory** rating).

- Lesson/Unit Plans
- Information about Students (including IEPs)
- Resource/Materials/Technology
- Student Teacher Interviews
- Assessment Materials
- Classroom Observations

### Category II - Classroom Environment Rating: ✔ 0 Unsatisfactory ☐ 1 Satisfactory ☐ 2 Superior ☐ 3 Exemplary

**Justification for Evaluation Rating (be specific and give examples):**

**Sources of Evidence:** (Check all that apply and append any supplementary documentation for **Unsatisfactory** rating).

- Classroom Observations
- Student Teacher Interviews
- Instructional Resources/Materials/Technology/Space
- Informal Observations/Visits
- Visual Technology
- Assessment Materials
- Student Work

### Category III - Instructional Delivery Rating: ✔ 0 Unsatisfactory ☐ 1 Satisfactory ☐ 2 Superior ☐ 3 Exemplary

**Justification for Evaluation Rating (be specific and give examples):**

**Sources of Evidence:** (Check all that apply and append any supplementary documentation for **Unsatisfactory** rating).

- Classroom Observations
- Student Teacher Interviews
- Instructional Resources/Materials/Technology
- Informal Observations/Visits
- Written Documentation
- Assessment Materials
- Student Assignment Sheets

### Category IV - Professionalism Rating: ✔ 0 Unsatisfactory ☐ 1 Satisfactory ☐ 2 Superior ☐ 3 Exemplary

**Justification for Evaluation Rating (be specific and give examples):**

**Sources of Evidence:** (Check all that apply and append any supplementary documentation for **Unsatisfactory** rating).

- Classroom Observations
- Student Teacher Interviews
- Instructional Resources/Materials/Technology
- Written Documentation
- Assessment Materials
- Student Assignment Sheets

### Overall Rating:

<table>
<thead>
<tr>
<th>Category</th>
<th>Unsatisfactory (0 Pts.)</th>
<th>Satisfactory (Min. of 4 Pts.)</th>
<th>Superior (Min. of 8 Pts.)</th>
<th>Exemplary (Min. of 12 Pts.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rating (Indicate ✔)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A Satisfactory rating of (1) in each of the 4 categories, resulting in a minimum total of at least (4) points, must be achieved on the **final summative rating** to favorably complete this assessment.

**Justification for Overall Rating (be specific and give examples):**

Our signatures below signify that the complete five page PDE430 document including the performance criteria, which appear in the Student Teacher Handbook, was reviewed and made a part of the evaluation which is summarized above.

**Required Signatures:**

- Supervisor Signature: ____________________________ Print Name: ____________________________ Date: ____________
- Student Teacher Signature: ____________________________ Print Name: ____________________________ Date: ____________

---

**Top page (original):** Teacher Certification Office - **Yellow page (2nd):** Student Teacher Supervisor - **Pink Page (3rd):** Student
Category I: Planning and Preparation – Student teacher demonstrates thorough knowledge of content and pedagogical skills in planning and preparation. Student teacher makes plans and sets goals based on the content to be taught/learned, their knowledge of assigned students and his/her instructional context.
Alignment: 354.33. (1)(i)(A),(B),(C),(G),(H)
Student Teacher’s performance appropriately demonstrates:
- Knowledge of content
- Knowledge of pedagogy
- Knowledge of Pennsylvania’s K-12 Academic Standards
- Knowledge of students and how to use this knowledge to impart instruction
- Use of resources, materials, or technology available through the school or district
- Instructional goals that show a recognizable sequence with adaptations for individual student needs
- Assessments of student learning aligned to the instructional goals and adapted as required for student needs
- Use of educational psychological principles/theories in the constructions of lesson plans and setting instructional goals.

Category II: Classroom Environment – Student Teacher establishes and maintains a purposeful and equitable environment for learning, in which students feel safe, valued and respected, by instituting routines and setting clear expectations for student behavior.
Alignment: 354.33. (1)(i)(E),(B)
Student Teacher’s performance appropriately demonstrates:
- Expectations for student achievement with value placed on the quality of student work. Attention to equitable learning opportunities for students
- Appropriate interactions between teacher and students and among students
- Effective classroom routines and procedures resulting in little or no loss of instructional time
- Clear standards of conduct and effective management of student behavior
- Appropriate attention given to safety in the classroom to the extent that it is under the control of the student teacher
- Ability to establish and maintain rapport with students

Category III: Instructional Delivery – Student Teacher, through knowledge of content, pedagogy and skill in delivering instruction, engages students in learning by using a variety of instructional strategies.
Alignment: 354.33. (1)(i)(D),(F),(G)
Student Teacher’s performance appropriately demonstrates:
- Use of Knowledge of content and pedagogical theory through his/her instructional delivery
- Instructional goals reflecting Pennsylvania K-12 standards
- Communication of procedures and clear explanations of content
- Use of instructional goals that show a recognizable sequence, clear student expectations, and adaptations for individual student needs
- Use of questioning and discussion strategies that encourage many students to participate
- Engagement of students in learning and adequate pacing of instruction
- Feedback to students on their learning
- Use of informal and formal assessments to meet learning goals and to monitor student learning
- Flexibility and responsiveness in meeting the learning needs of students
- Integration of disciplines within the educational curriculum

Category IV: Professionalism – Student Teacher demonstrates qualities that characterize a professional person in aspects that occur in and beyond the classroom/building.
Alignment: 354.33. (1)(i)(I),(J)
Student Teacher’s performance appropriately demonstrates:
- Knowledge of school and district procedures and regulations related to attendance, punctuality and the like
- Knowledge of school or district requirements for maintaining accurate records and communicating with families
- Knowledge of school and/or district events
- Knowledge of district or college’s professional growth and development opportunities
- Integrity and ethical behavior, professional conduct as stated in the Pennsylvania Code of Professional Practice and Conduct for Educators; and local, state, and federal laws and regulations
- Effective communication, both oral and written with students, colleagues, paraprofessionals, related service personnel and administrators
- Ability to cultivate professional relationships with school colleagues
- Knowledge of Commonwealth requirements for continuing professional development and licensure
APPENDIX J

UNIVERSITY SUPERVISOR EVALUATION

Name of University Supervisor ____________________________

Semester Date ____________________________

Please circle the number which best describes your university supervisor:

4 = Strongly Agree        3 = Agree        2 = Disagree        1 = Strongly Disagree

1. My university supervisor observed my student teaching sufficiently to evaluate it fairly. 4 3 2 1

2. My university supervisor made suggestions that were constructive and/or helpful. 4 3 2 1

3. My university supervisor helped and encouraged me to self-evaluate. 4 3 2 1

4. My university supervisor encouraged me to contact him/her whenever needed. 4 3 2 1

5. My university supervisor made an effort to hold a conference after each observation. 4 3 2 1

6. My university supervisor was open-minded and receptive to my comments, questions and concerns. 4 3 2 1

7. My university supervisor was encouraging and supportive. 4 3 2 1

8. It was apparent that my university supervisor took an interest in my professional development. 4 3 2 1

9. My university supervisor encouraged mutual honesty in all of our meetings and conferences. 4 3 2 1

10. My university supervisor demonstrated a commitment to working with me. 4 3 2 1

11. My university supervisor functioned as a sensitive team member with me and my classroom teacher. 4 3 2 1

12. My university supervisor permitted me to raise questions or make comments before decisions were made that concerned me. 4 3 2 1

13. My university supervisor represented Slippery Rock University well. 4 3 2 1