

Student Teaching Observation Process (minimum of 2 during Pre-Student Teaching) Observations by Cooperating Teacher

The student teacher completes a DAILY LESSON PLAN using the format provided by the program. He/she provides the Cooperating Teacher with a copy prior to the lesson/observation (hard copy or electronic) within the timeframe/format designated by the Cooperating Teacher.

The Cooperating Teacher reviews the DAILY LESSON PLAN and, if time allows, conducts a pre-conference with the student teacher to discuss the lesson.

During the lesson, the Cooperating Teacher completes the Lesson Observation Form. The Cooperating Teacher assigns a ranking and provides written comments or identifies evidence of indicators that have been observed in four categories:

- Planning and Preparation
- Classroom Environment
- Instruction
- Reflection and Professionalism

After the observation, the Cooperating Teacher and student teacher meet to discuss the lesson, focusing on reflection and self-evaluation. The Cooperating Teacher documents student performance on the Supportive Feedback and Areas for Growth sections of the Lesson Observation Form.

Using information from the reflective discussion, the student teacher completes the LESSON REFLECTION FOLLOWING OBSERVATION BY THE COOPERATING TEACHER form so that both Cooperating Teacher and student teacher agree on what was discussed and a goal is identified for the next observation. Note: This reflection form is different than the form submitted to University Supervisor.

The student teacher and the Cooperating Teacher should each keep a copy of the completed DAILY LESSON PLAN, Lesson Observation Form, and LESSON REFLECTION FOLLOWING OBSERVATION BY THE COOPERATING TEACHER forms for each lesson observed. A Lesson Observation Packet, including each of the above-mentioned forms, should also be submitted to the university with a Lesson Observation Packet Cover Sheet.

It is the student teacher's responsibility to submit the packet of forms completed for each observation conducted by either the Cooperating Teacher or the University Supervisor within one week of each observation.

Lesson Observation Packet (for observations completed by the Cooperating Teacher)

- Lesson Observation Packet Cover Sheet
- DAILY LESSON PLAN
- Lesson Observation Form
- LESSON REFLECTION FOLLOWING OBSERVATION BY THE COOPERATING TEACHER
- Any additional forms used