

*To be completed by University Supervisor four times/semester, at a minimum.*

### **Observations by University Supervisor**

- The student teacher completes a DAILY LESSON PLAN using the format provided by the program. He/she provides the University Supervisor with a copy prior to the lesson/observation (hard copy or on-line), within the timeframe designated by the University Supervisor. The lesson plan must be available to the observer prior to the observation (usually one or two days prior to the observation).
- The University Supervisor reviews the DAILY LESSON PLAN form and if time allows, conducts a pre-conference with the student teacher to discuss the lesson.
- During the lesson, the University Supervisor completes the Lesson Observation Form. The University Supervisor provides written evidence of criteria that have been observed. The University Supervisor assigns a ranking and provides written comments or identifies evidence of indicators that have been observed in four categories:
  - I. Planning and Preparation
  - II. Classroom Environment
  - III. Instruction
  - IV. Reflection and Professionalism
- After the observation, the University Supervisor and student teacher meet to discuss the lesson, focusing on reflection and self-evaluation.
- Using information from the reflective discussion, the student teacher completes the Lesson Reflection Following Observation by the University Supervisor form and submits it to the University Supervisor (hard copy or electronic) within 2 days of the lesson.
- Within two days of receipt of the Lesson Reflection Following Observation by the University Supervisor, the University Supervisor will provide feedback to the student regarding the written reflection.
- The student teacher and the University Supervisor should each keep a copy of the completed DAILY LESSON PLAN, Lesson Observation Form, and finalized Lesson Reflection Following Observation by the University Supervisor forms for each lesson observed. A Lesson Observation Packet, containing each of the above-mentioned forms, should also be submitted to Dr. Moore 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 University Supervisor)**

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