

# WIU Teacher Education Evaluation Process

- **Below is the schedule for what is expected of the cooperating and student teacher weekly**
- **Please email these assignments, including the cooperating teacher's observation notes, to your field supervisor each week (no later than the end of the day Monday)**
- **If you have students for only 8 weeks you will end at 8 weeks and the person who has the student the 2nd 8 weeks will start over at week 1.**
- **If you have the student for all 16 weeks you will complete all 16 weeks of assignments**

## Week 1

**Cooperating Teacher**-Email the field supervisor how the first week went

**Student Teacher**-Email the field supervisor how the first week went

## Week 2

**Cooperating Teacher**-Email the field supervisor how the 2nd week went

**Student Teacher**-Email the field supervisor how the 2nd week went

## Week 3

**Cooperating Teacher**-Observe the student teacher on cluster 1, meet with them to discuss notes and fill out the conversation log, email the field supervisor a copy of your notes and the conversation log.

**Student Teacher**-Write a reflection on cluster 1. What did you learn? What were your areas of strength/growth? Review cluster 2 for the following week and reflect on what stood out to you.

## Week 4

**Cooperating Teacher**-Observe the student teacher on cluster 2, meet with them to discuss notes and fill out the conversation log, email the field supervisor a copy of your notes and the conversation log.

**Student Teacher**-Write a reflection on cluster 2. What did you learn? What were your areas of strength/growth? Review cluster 3 for the following week and reflect on what stood out to you.

## Week 5

**Cooperating Teacher**-Observe the student teacher on cluster 3, meet with them to discuss notes and fill out the conversation log, email the field supervisor a copy of your notes and the conversation log.

\*\*fill out disposition

**Student Teacher**-Write a reflection on cluster 3. What did you learn? What were your areas of strength/growth? Review cluster 4 for the following week and reflect on what stood out to you.

## Week 6

**Cooperating Teacher**-Observe the student teacher on cluster 4, meet with them to discuss notes and fill out the conversation log, email the field supervisor a copy of your notes and the conversation log.

**Student Teacher**-Write a reflection on cluster 4. What did you learn? What were your areas of strength/growth? Review cluster 5 for the following week and reflect on what stood out to you.

## Week 7

**Cooperating Teacher**-Observe the student teacher on cluster 5, meet with them to discuss notes and fill out the conversation log, email the field supervisor a copy of your notes and the conversation log.

**Student Teacher**-Write a reflection on cluster 5. What did you learn? What were your areas of strength/growth? Review cluster 6 for the following week and reflect on what stood out to you.

## Week 8

**Cooperating Teacher**-Observe the student teacher on cluster 6, meet with them to discuss notes and fill out the conversation log, email the field supervisor a copy of your notes and the conversation log.

\*\*fill out final evaluation if the student teacher has completed their time with you.

**Student Teacher**-Write a reflection on cluster 6. What did you learn? What were your areas of strength/growth? Review all 6 clusters and write about your takeaways from them.

**If you are just getting a student teacher for the second 8 weeks, please start at WEEK 1 above. The following directions are for cooperating teachers who have the same student teacher for all 16 weeks.**

### **Week 9**

**Cooperating Teacher**-Observe the student teacher on cluster 1, meet with them to discuss notes and look at the conversation log again, email the field supervisor an update of their progress around cluster 1.

**Student Teacher**-Write a reflection on cluster 1. What did you learn? What were your areas of strength/growth? Review cluster 2 for the following week and reflect on what stood out to you.

\*\*if you are in the same placement for all 16 weeks, just give an update on your experience this far.

### **Week 10**

**Cooperating Teacher**-Observe the student teacher on cluster 2, meet with them to discuss notes and look at the conversation log again, email the field supervisor an update of their progress around cluster 2.

**Student Teacher**-Write a reflection on cluster 2. What did you learn? What were your areas of strength/growth? Review cluster 3 for the following week and reflect on what stood out to you.

### **Week 11**

**Cooperating Teacher**-Observe the student teacher on cluster 3, meet with them to discuss notes and look at the conversation log again, email the field supervisor an update of their progress around cluster 3.

**Student Teacher**-Write a reflection on cluster 3. What did you learn? What were your areas of strength/growth? Review cluster 4 for the following week and reflect on what stood out to you.

### **Week 12**

**Cooperating Teacher**-Observe the student teacher on cluster 4, meet with them to discuss notes and look at the conversation log again, email the field supervisor an update of their progress around cluster 4.

\*\*fill out disposition

**Student Teacher**-Write a reflection on cluster 4. What did you learn? What were your areas of strength/growth? Review cluster 5 for the following week and reflect on what stood out to you.

### **Week 14**

**Cooperating Teacher**-Observe the student teacher on cluster 5, meet with them to discuss notes and look at the conversation log again, email the field supervisor an update of their progress around cluster 5.

**Student Teacher**-Write a reflection on cluster 5. What did you learn? What were your areas of strength/growth? Review cluster 6 for the following week and reflect on what stood out to you.

### **Week 15**

**Cooperating Teacher**-Observe the student teacher on cluster 6, meet with them to discuss notes and look at the conversation log again, email the field supervisor an update of their progress around cluster 6.

**Student Teacher**-Write a reflection on cluster 6. What did you learn? What were your areas of strength/growth? Review all 6 clusters and reflect on what stood out to you. Begin to visit other classrooms.

### **Week 16**

**Cooperating Teacher**-Fill out the final evaluation and finish up any reporting.

**Student Teacher**-Visit other classrooms. Finish any make up work/days.