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