

## **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