

Observations by University Supervisor (minimum of four observations) during Student Teaching

- 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