

Instructions for University Supervisors to Use the Student Teaching Observation Form

Before the observation:

- Review the Midterm/Summative Student Teaching Assessment
- Schedule the observation for a time when the student teacher and cooperating teacher are available to meet before/after the observation
- Review the lesson plan

During the observation:

- Refer to the Midterm/Summative Student Teaching Assessment during the observation
- Provide observations and evidence in the observation column and align with the Ohio Standards for the Teaching Profession (OSTP)

After the Observation:

- Meet with the cooperating teacher and student teacher (together if possible; individually if necessary)
- Discuss the observation and solicit observations and evidence from the student teacher and cooperating teacher
- Provide the opportunity for the cooperating teacher to present observations and evidence for those areas not observable during the lesson
- Collaboratively develop goals and strategies with a timeline for those areas needing improvement, e.g a rating of 0 or 1 on Standards 1, 2, 6, 7 and a rating of 0 or 2 on Standards 3, 4, 5
- Give the top copy to the student teacher, the second copy to the cooperating teacher and retain the third copy for your files. This form will provide the basis for your completion of the Midterm/Summative Student Teaching Assessment.

Instructions for Completion of the Midterm/Summative Student Teaching Assessment

Note that the Midterm/Summative Student Teaching Assessment includes the rubric for evaluating the teacher candidate.

Completion of the Midterm Student Teaching Assessment

Prior to meeting with the cooperating teacher:

- Complete the Midterm Student Teaching Assessment
- Review the Student Teaching Observation Forms for evidence
- Place a numerical rating in the designated column and designate if the element is not observed. No partial credit, e.g. “1.5”, can be given
- For any element scored at “1” or below in Standards 1, 2, 6, and 7 and “2” or below in Standards 3, 4, and 5 a plan of action must be developed with goals, strategies, and timeline (see the Student Teaching Observation Form sample).

Meet with the cooperating teacher:

- Provide guidance to the cooperating teacher in the completion of his/her Midterm Student Teaching Assessment
- Discuss discrepancies – noting that differences in ratings are acceptable as perspectives and experiences with the student teacher are unique.

Meet with the teacher candidate (with the cooperating teacher if possible):

- Review the Student Teaching Assessment
- Provide the opportunity for the teacher candidate to provide evidence not previously shared
- Discuss the plan of action as needed
- All participants (teacher candidate, cooperating teacher and university supervisor) should receive a copy of the Student Teaching Assessments with written, signed, plan of action if needed.

Completion of the Summative Student Teaching Assessment

Prior to meeting with the cooperating teacher:

- Complete the Summative Student Teaching Assessment
- Review the Observation Forms for evidence
- Place a numerical rating in the designated column
No partial credit, e.g. “1.5”, can be given
- For any Element scored as “1” or below in Standards 1, 2, 6, and 7 and “2” or below in Standards 3, 4, and 5 designates the unsuccessful completion of the Element
- The *Not Observed* category should not be used. At this point in the student teaching experience all Elements of the Standards must have been documented and observed

Meet with the cooperating teacher:

- Provide guidance to the cooperating teacher in the completion of the Summative Student Teaching Assessment
- Discuss discrepancies – noting that differences are acceptable as perspectives and experiences with the teacher candidate are unique

Meet with the teacher candidate (with the cooperating teacher if possible):

- Review the Student Teaching Assessment
- Provide the opportunity for the teacher candidate to provide evidence not previously shared
- All participants (teacher candidate, cooperating teacher and university supervisor) should receive a copy of the Student Teaching Assessments

Note about the final score of the Summative Student Teaching Assessment

In order to earn a passing grade for student teaching, the candidate needs:

- at least a 2/4 on each element in Standards 1,2,6,7
- at least a 4/6 on each element in Standards 3,4,5
- a total score of 122 points out of 153 possible, which is 80%. A student who earns the minimum on each element (2 on Standards 1,2,6,7 and 4 on Standards 3, 4,5) will earn 102 points, not sufficient for a passing grade.