

## Assessment and Evaluation

The purposes of assessing and evaluating student teachers are to improve instruction by providing constructive and effective feedback and to provide documentation of the student teacher's progress to the University. The *Letter of Reference* is the final evaluation document and is used by student teachers with prospective employers. The process begins with a *Two Week Progress Report*, and continues with the *Teacher Candidate Dispositions and Professional Expectations: In Field Setting* and *Essential Areas of Teaching* at mid-term and final. **Forms are online on TK-20**; paper examples follow in this section of the handbook.

UMF Field Services greatly appreciates your willingness to work with us on this relatively new data collection method. Your assessments are extremely important to us, not only as feedback for your student, but also for program review. By implementing TK20, we are able to access the data immediately and make changes as appropriate.

Informing the University supervisor as soon as possible of any issues or concerns you may have about your student teacher is important. Communicating with the supervisor is essential. Often the situation can be resolved by having a three way meeting with the mentor, student teacher and supervisor. This could lead to setting up a specific action plan addressing the concerns with the student teacher. The action plan would be monitored by the supervisor to see how effectively the student teacher follows through. If improvement or change does not occur within a reasonable time, the placement would not be continued (see *Protocol for Teacher Candidate at Risk*, Section 7).

Our teacher candidates strive to be effective, reflective professionals and value honest, constructive feedback, early and often. In keeping with that thinking, once the semester has closed, you will receive feedback from your student teacher. With the help of a group of approximately 20 mentors, a tool was created that is intended to provide mentors with specific feedback about their work with the student teacher. The intention is not to judge or evaluate, but to provide mentors with feedback that may help with future students. The tool students will complete, *Mentor Teacher Feedback from Student Teacher*, is included in this section of the handbook.