**EVALUATION OF UNIVERSITY SUPERVISOR**

University Supervisor Semester

 Number of Student Teachers

Location(s) of Assigned Student Teachers

**DIRECTIONS:** Circle the appropriate number according to the level of quality:

 **1 = Poor 2 = Needs Improvement 3 = Satisfactory 4 = Good 5 = Excellent**

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| --- | --- | --- | --- | --- | --- |
| 1. Submitted to the Office of Student Teaching a visitation and seminar schedule at the beginning of the semester. | 1 | 2 | 3 | 4 | 5 |
| 2. Submitted weekly/biweekly reports of observations and conferences to the Office of Student Teaching. The report should document and describe the teaching performance, etc., of each student teacher. | 1 | 2 | 3 | 4 | 5 |
| 3. Observed and conferenced with each student teacher a minimum of six times during the semester. | 1 | 2 | 3 | 4 | 5 |
| 4. Completed a minimum of four written evaluations (two short and two long) of each student teacher. | 1 | 2 | 3 | 4 | 5 |
| 5. Completed a final evaluation summarizing each student teacher's performance during the semester. Included strengths and recommendations. | 1 | 2 | 3 | 4 | 5 |
| 6. Provided adequate written feedback to the student teachers on their performance. | 1 | 2 | 3 | 4 | 5 |
| 7. Notified the student teacher and Office of Student Teaching of problems as soon as they  occurred. | 1 | 2 | 3 | 4 | 5 |
| 8. Followed the procedures for a Marginal Student Teacher immediately when necessary. | 1 | 2 | 3 | 4 | 5 |
| 9. Provided the student teacher and the Office of Student Teaching with verbal and  written feedback concerning identified problems. | 1 | 2 | 3 | 4 | 5 |
| 10. Met the minimum number of seminars (2) and submitted written information concerning the topics  covered and student teacher attendance. The last seminar should have a reflective component.  | 1 | 2 | 3 | 4 | 5 |
| 11. Encouraged student teacher self-evaluation and reflection on teaching throughout the semester. | 1 | 2 | 3 | 4 | 5 |
| 12. Distributed materials to student teacher when requested by the Office of Student Teaching.  | 1 | 2 | 3 | 4 | 5 |
| 13. Distributed mid-term and final evaluation forms to the cooperating school personnel and returned  them to the Office of Student Teaching by the designated date. | 1 | 2 | 3 | 4 | 5 |
| 14. Attended all meetings of the university supervisors or notified the Office of Student Teaching if unable to attend. | 1 | 2 | 3 | 4 | 5 |
| 15. Submitted accurately completed Travel Expense Forms on a monthly basis to the Office of Student Teaching. | 1 | 2 | 3 | 4 | 5 |
| 16. Projected a positive, professional image in all relationships with student teachers,  cooperating school personnel and the Office of Student Teaching. | 1 | 2 | 3 | 4 | 5 |
| 17. Perceived by student teachers to be of assistance to them during the student teaching experience. | 1 | 2 | 3 | 4 | 5 |

**COMMENTS ON BACK:**

Dr. Gail McMillon, Director Date

Office of Student Teaching