

Steps to Completing a Formal Teaching Observation in Clinical Practice

	Student Teacher	Cooperating Teacher	University Supervisor
L E S S O N P L A N	Schedule a formal observation with Cooperating Teacher/University Supervisor.	Verify time and date of formal observation of teaching with Student Teacher.	Verify time and date of formal observation of teaching with Student Teacher.
	Complete the Lesson Plan Template associated with your program. Lesson Plan Templates associated with different programs can be found on OEDCP webpage: Assessment Guides, Templates, and Rubrics		
	Email/provide a hard copy of the completed Lesson Plan Template to the Cooperating Teacher/University Supervisor 48 hours in advance of teaching the lesson. Email/provide a hard copy of the Lesson Plan Rubric to the Cooperating Teacher	Receive an emailed/hard copy of the completed Lesson Plan Template from your Student Teacher 48 hours in advance of the scheduled formal observation. Receive an emailed/hard copy of the Lesson Plan Rubric.	Receive an emailed/hard copy of the completed Lesson Plan Template from your Student Teacher 48 hours in advance of the scheduled formal observation.
	Receive feedback from your Cooperating Teacher/University Supervisor and make changes to the lesson plan, as necessary.	Review Student Teacher's completed Lesson Plan Template. Provide feedback, suggest changes, and request resubmission as necessary.	Review Student Teacher's completed Lesson Plan Template. Provide feedback, suggest changes, and request resubmission as necessary.
	Email/provide a hard copy of the <u>updated</u> Lesson Plan Template to Cooperating Teacher/University Supervisor, if changes were requested.	Receive an emailed/hard copy of the updated Lesson Plan Template if changes were requested.	Review the updated/resubmitted Lesson Plan Template if changes were requested.
	Submit the updated, completed Lesson Plan Template in Foliotek in the correct course for the placement . Then, select the University Supervisor who will assess your lesson plan. Here are the instructions for Submitting Student Work to Supervisors	Assess the Lesson Plan Template using the Lesson Plan Rubric provided by the Student Teacher. Return a copy of your assessed Lesson Plan Rubric to Student Teacher for her/his records. Note: Cooperating Teachers are emailed links to an online version of student teaching assessments from "OEDCP Account". Each link opens one instrument to assess the Student Teacher's lesson plan, observed teaching, post-lesson reflection, and dispositions. There will be one assessment per placement or one assessment at midterm and final if the Student Teacher remains at the same site throughout the semester. Save the original, assessed Lesson Plan Rubric provided by the Student Teacher to reference when completing the online version. You may also share a pdf of the Assessment Summary after submitting the online assessment.	Assess the Lesson Plan Rubric in Foliotek. Student Teachers submit all clinical assessment rubrics to University Supervisors in Foliotek. You will not see student assignments or assessments until the Student Teacher submits them to you. Note: Be sure that your Student Teacher submitted the assessments under the correct course number. Do not assess work attached to an incorrect course, e.g. do not assess Special Ed. lessons under EDTP 450 (the Elementary Ed. placement's course). If this occurs, decline the assessment. If you are not supervising a student who submitted work to you, you should again decline the assessment in Foliotek. You have options to send the student a notification and/or forward the assessment to a different supervisor or faculty through Foliotek. Supervisor Instructions for Declining Assessments

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T E A C H I N G	<p>Formal Observation of Teaching</p> <p>For Cooperating Teacher Observation: Provide a hard copy of the Observation of Teaching Rubric to Cooperating Teacher. Observation of Teaching Rubrics associated with different programs can be found on the OEDCP webpage: Assessment Guides, Templates, and Rubrics</p> <p>For University Supervisor Observation: In Foliotek, submit the Observation of Teaching Rubric to the University Supervisor who will assess your teaching experience, without adding files to the Observation assignment. Here are the instructions for Submitting Student Work to Supervisors (see last page of document).</p>	<p>Formal Observation of Teaching Receive an emailed/hard copy of the Observation of Teaching Rubric from your Student Teacher.</p>	<p>Formal Observation of Teaching Ask the Student Teacher to submit the Observation of Teaching assessment in Foliotek under the course number corresponding to the type of placement. Student Teachers should submit the assessment without attaching files. The Observation of Teaching Rubric can be submitted at beginning of semester. Student Teachers submit all clinical assessment rubrics to University Supervisors in Foliotek. You will not see student assignments or assessments until the Student Teacher submits them to you.</p> <p>Note: Be sure that your Student Teacher submitted the assessments under the correct course number. Do not assess work attached to an incorrect course, e.g. do not assess Special Ed. lessons under EDTP 450 (the Elementary Ed. placement's course). If this occurs, decline the assessment. If you are not supervising a student who submitted work to you, you should again decline the assessment in Foliotek, and you have options to send the student a notification and/or to forward the assessment to a different supervisor or faculty through Foliotek. Supervisor Instructions for Declining Assessments</p>
	Teach the Lesson	Observe the Student Teacher's scheduled formal lesson.	Observe the Student Teacher's scheduled formal lesson.
		<p>Assess the taught lesson using the emailed/hard copy of the Observation of Teaching Rubric; Standards pertaining to "assessment" should be completed after Student Teacher's submission of the Post-Lesson Reflection Template.</p> <p>Note: Cooperating Teachers are emailed links to an online version of student teaching assessments from "OEDCP Account". Each link opens one instrument to assess the Student Teacher's lesson plan, observed teaching, post-lesson reflection, and dispositions. There will be one assessment per placement or one assessment at midterm and final if the Student Teacher remains at the same site throughout the semester. Save the original, assessed Observation of Teaching Rubric provided by the Student Teacher to reference when completing the online version.</p>	<p>Assess the taught lesson in Foliotek using the Observation of Teaching Rubric; Standards pertaining to "assessment" should be completed after the Student Teacher's submission of the Post-Lesson Reflection.</p>
	Schedule a post-observation conference with your Cooperating Teacher/University Supervisor after formal observation; receive feedback.	Schedule a post-observation conference with your Student Teacher and give feedback, using the Observation of Teaching Rubric to guide discussion.	Schedule a post-observation conference with your Student Teacher and give feedback, using the Observation of Teaching Rubric to guide discussion.

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P O S T - L E S S O N R E F L E C T I O N		
<p>Complete the Post-Lesson Reflection Template within 48 hours after teaching the lesson. Reflection templates associated with different programs can be found on OEDCP webpage: Assessment Guides, Templates, and Rubrics</p>	<p>Receive an emailed/hard copy of your Student Teacher's completed Post-Lesson Reflection and the Post-Lesson Reflection Rubric.</p>	
<p>Email/provide a hardcopy of your completed Post-Lesson Reflection Template and the Post-Lesson Reflection Rubric to your Cooperating Teacher. Templates and rubrics associated with different programs can be found on the OEDCP webpage: Assessment Guides, Templates, and Rubrics</p>	<p>Review the Post-Lesson Reflection and assess using the Post-Lesson Reflection Rubric provided by the Student Teacher.</p>	<p>Review the Post-Lesson Reflection and assess in Foliotek using the Post-Lesson Reflection Rubric. Student Teachers submit all clinical assessment rubrics to University Supervisors in Foliotek. You will not see student assignments or assessments until the Student Teacher submits them to you.</p>
<p>Submit the Post-Lesson Reflection Template to your University Supervisor in Foliotek. Be sure to attach file to the course number that corresponds to the type of placement. After attaching file, select the University Supervisor who will assess your Post-Lesson Reflection. Here are the instructions for Submitting Student Work to Supervisors</p>	<p>Note: Cooperating Teachers are emailed links to an online version of student teaching assessments from "OEDCP Account". Each link opens one instrument to assess the Student Teacher's lesson plan, observed teaching, post-lesson reflection, and dispositions. There will be one assessment per placement or one assessment at midterm and final if the Student Teacher remains at the same site throughout the semester. Save the original, assessed Lesson Plan Rubric provided by the Student Teacher to reference when completing the online version. You may also share a pdf of the Assessment Summary after submitting the online assessment.</p>	<p>Note: Be sure that your Student Teacher submitted the assessments under the correct course number. Do not assess work attached to an incorrect course, e.g. do not assess Special Ed. lessons under EDTP 450 (the Elementary Ed. placement's course). If this occurs, decline the assessment.</p> <p>If you are not supervising a student who submitted work to you, you should again decline the assessment in Foliotek, and you have options to send the student a notification and/or to forward the assessment to a different supervisor or faculty through Foliotek. Supervisor Instructions for Declining Assessments</p>
	<p>Return to the Observation of Teaching Rubric and complete the assessment of Standards pertaining to "assessment".</p> <p>Return copies of your assessed Observation of Teaching Rubric and Post-Lesson Reflection Rubric to the Student Teacher for her/his records.</p> <p>Note: Cooperating Teachers are emailed links to an online version of student teaching assessments from "OEDCP Account". Each link opens one instrument to assess the Student Teacher's lesson plan, observed teaching, post-lesson reflection, and dispositions. There will be one assessment per placement or one assessment at midterm and final if the Student Teacher remains at the same site throughout the semester. Save the original, assessed Lesson Plan Rubric provided by the Student Teacher to reference when completing the online version. You may also share a pdf of the Assessment Summary after submitting the online assessment.</p>	<p>Return to the Observation of Teaching Rubric and complete the assessment of Standards pertaining to "assessment". Student Teachers submit all assessment rubrics to University Supervisors in Foliotek. You will not see student assignments or assessments until the Student Teacher submits them to you.</p> <p>Note: Be sure that your Student Teacher submitted the assessments under the correct course number. Do not assess work attached to an incorrect course, e.g. do not assess Special Ed. lessons under EDTP 450 (the Elementary Ed. placement's course). If this occurs, decline the assessment.</p> <p>If you are not supervising a student who submitted work to you, you should again decline the assessment in Foliotek, and you have options to send the student a notification and/or to forward the assessment to a different supervisor or faculty through Foliotek. Supervisor Instructions for Declining Assessments</p>

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D I S P O S I T I O N S	<p>Dispositions Assessment</p> <p>In Foliotek, submit the Dispositions Assessment to the University Supervisor who will assess your Dispositions for each placement, without adding files to the Dispositions assignment. Here are the instructions for Submitting Student Work to Supervisors (see last page of document).</p>	<p>Dispositions Assessment</p> <p>Cooperating Teachers are emailed links from “OEDCP Account” to assess Dispositions in one electronic instrument that includes lesson plan, observed teaching, and post-lesson reflection. There will be one assessment per placement or one assessment at midterm and final if the Student Teacher remains at the same site throughout the semester.</p>	<p>Dispositions Assessment</p> <p>Ask the Student Teacher to submit the Dispositions Assessment in Foliotek under the course number corresponding to the type of placement. Student Teachers should submit the assessment without attaching files. The Dispositions Assessment can be submitted at the beginning of the semester. Student Teachers submit all clinical assessment rubrics to University Supervisors in Foliotek. You will not see student assignments or assessments until the Student Teacher submits them to you.</p> <p>Note: Be sure that your Student Teacher submitted the assessments under the correct course number. Do not assess work attached to an incorrect course, e.g. do not assess Special Ed. lessons under EDTP 450 (the Elementary Ed. placement's course). If this occurs, decline the assessment.</p> <p>If you are not supervising a student who submitted work to you, you should again decline the assessment in Foliotek, and you have options to send the student a notification and/or to forward the assessment to a different supervisor or faculty through Foliotek. Supervisor Instructions for Declining Assessments</p>