

## Steps to Completing a Formal Teaching Observation in Clinical Practice

	Student teacher	Cooperating Teacher	University Supervisor	
<b>L E S S O N  P L A N</b>	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	
	<b>Complete the Lesson Plan Template</b> in LiveText.			
	Email/provide a hard copy of the completed lesson plan to the Cooperating Teacher 48 hours in advance of teaching the lesson.	Receive an emailed/hard copy of the completed Lesson Plan Template from your student teacher 48 hours in advance of the scheduled formal observation. Review and provide feedback, suggest amending, etc.	Review student teacher's completed Lesson Plan Template in LiveText and provide feedback, requesting resubmission in LiveText as necessary.	
	Receive feedback from your Cooperating Teacher/University Supervisor and make changes to the lesson plan as necessary.			
	Email/provide a hard copy of the updated lesson plan to Cooperating Teacher.	Review the updated lesson plan and assess it, using the hard copy of the Lesson Plan Rubric provided by student teacher.	Review the updated/resubmitted lesson plan and assess the Lesson Plan Rubric in LiveText.	
	Give a hard copy of the Lesson Plan Rubric to the Cooperating Teacher.	<b>Scored rubric may be copied/ scanned to reference when completing the online version.*</b>		
	Resubmit the updated Lesson Plan Template in LiveText if requested by University Supervisor.			
	Upload an electronic copy of your Cooperating Teacher's assessed Lesson Plan Rubric to the designated placeholder assignment in LiveText.	Return your assessed, hard copy of the Lesson Plan Rubric to your student teacher for upload to LiveText.		
	<b>T E A C H I N G</b>	Provide a hard copy of the Observation of Teaching Rubric to Cooperating Teacher.	Receive a hard copy of the Observation of Teaching Rubric from your student teacher.	
		<b>Teach the lesson</b>	Observe the student teacher's scheduled formal lesson.	Observe the student teacher's scheduled formal lesson.
Assess the taught lesson using the hard copy of the Observation of Teaching Rubric; components pertaining to <i>assessment</i> to be completed after the student teacher's submission of the Post-Lesson Reflection.			Assess the taught lesson in LiveText using the Observation of Teaching Rubric; components pertaining to <i>assessment</i> to be completed after the student teacher's submission of the Post-Lesson Reflection.	
Conference with your Cooperating Teacher/University Supervisor post-observation; receive feedback.		Conference with student your teacher post-observation and give feedback, using the Observation of Teaching Rubric to guide discussion.	Conference with the student teacher post-observation and give feedback, using the Observation of Teaching Rubric to guide discussion.	
<b>R E F L E C T I O N</b>	<b>Complete the Post-Lesson Reflection</b> within two days of the taught lesson.			
	Email/provide a hardcopy of your reflection to your Cooperating Teacher.	Receive an emailed/hard copy of your student teacher's reflection.		
	Give a hard copy of the Post-Lesson Reflection Rubric to your Cooperating Teacher.	Obtain a hard copy of the Post-Lesson Reflection Rubric from the student teacher and assess.		
	Upload your Post-Lesson Reflection to the designated assignment in LiveText.	Return to the <i>assessment</i> components of the Observation of Teaching Rubric to finalize Observation assessment.	Assess the reflection in LiveText using the Post-Lesson Reflection Rubric.	
	Upload electronic copies of all Cooperating Teacher-scored rubrics to the designated placeholder assignment in LiveText for your University Supervisor's reference. University Supervisor-scored rubrics will be viewable for you in LiveText.	Return your assessed, hard copies of the Observation of Teaching Rubric and the Post-Lesson Reflection Rubric to your student teacher for upload to LiveText. <b>Scored rubrics may be copied/scanned to reference when completing online versions.*</b>	Complete any <i>assessment</i> components of the Observation of Teaching Rubric yet to be assessed. View electronic copies of Cooperating Teacher-assessed rubrics in the placeholder assignment in LiveText (no rubrics are attached to this assignment).	

**Cooperating Teachers will receive links via email from OEDCP Account to assess the student teacher's lesson plan, 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 placement throughout the semester.**