

Steps to Completing a Formal Observation for Alternative Certification Candidates

1. Teacher candidate schedules a formal observation with university mentor. Mentor verifies the time and day.



2. Teacher candidate completes the template for **Source of Evidence: Context** and the template for **Source of Evidence: Lesson Plan** in Live Text and provides a hard copy to the university mentor at least two (2) days prior to the scheduled observation. University mentor has access through Live Text.



3. University mentor provides feedback on the lesson plan by completing the rubric for the **Source of Evidence: Lesson Plan***. The rubric for the **Source of Evidence: Context** cannot be completed until the lesson has been taught and assessed.



4. Teacher candidate teaches the lesson. University mentor completes the **Source of Evidence: Observation of Teaching*** and shares evidence captured on the rubric for the Observation of Teaching at a post-observation conference.



5. Teacher candidate completes template for **Source of Evidence: Post Lesson Reflection** within two (2) days of the taught lesson and provides the university mentor with a hard copy. University mentor will have access through Live Text. University mentor completes the **rubric for Post Lesson Reflection.***



6. University mentor completes the rubric for **Source of Evidence: Context***.



7. University mentors must complete all four (4) Sources of Evidence Rubrics to share with the candidate throughout the Formal Observation Process. University mentor will complete the rubrics for the Sources of Evidence in Live Text. Teacher candidates can access the rubrics to see feedback from university supervisor in Live Text.