

## Steps to Completing a Formal Observation for Student Teachers

1. Teacher candidate schedules a formal observation with cooperating teacher/university supervisor. Cooperating teacher/supervisor 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 cooperating teacher at least two (2) days prior to the scheduled observation. University supervisor has access through Live Text.

3. Cooperating teacher/university supervisor 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. Cooperating teacher/supervisor 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 cooperating teacher with a hard copy. University supervisor will have access through Live Text. Cooperating teacher/university supervisor completes the **rubric for Post Lesson Reflection**.\*

6. Cooperating teacher/university supervisor completes the rubric for **Source of Evidence: Context**\*.

7. Cooperating teacher will receive an email from the OEDCP (Denise Townsend) with instructions on how to access and complete the rubrics for the **Sources of Evidence**\*

8. Cooperating teachers and university supervisors must complete all four (4) Sources of Evidence Rubrics to share with the candidate throughout the Formal Observation Process. Upon completion of the Formal Observation, the cooperating teacher will be sent via email by Denise Townsend (OEDCP) a link to enter the results of all rubrics. Student teachers will scan and upload the completed rubrics into LiveText under Observation of Teaching, looking for "Attach all Sources of Evidence Rubrics here. These will be provided to you by the Cooperating Teacher." University supervisor 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.