



School of Education University of Wisconsin - Stevens Point

University of Wisconsin- Stevens Point School of Education *Instructions for completing the* Cooperating Teacher Evaluation of Teacher Candidate

1. You will receive a copy of the evaluation document in a welcome email from the OFE Manager close to the beginning of the semester. We suggest you collect evidence relating to each standard and review said evidence regularly with your teacher candidate. If you have any questions, please contact the Office of Field Experiences at Field.Experiences@uwsp.edu or 715-346-2449 for support.
2. Complete the requested information at the beginning of the form.
 - Be specific as to the subjects taught and grade levels in which the teacher candidate gained experience.
3. Provide a brief description of the school and classroom(s) in which the student teaching placement took place. [The response box will expand to accommodate any length.]
Important information to include is:
 - School/classroom demographics
 - Resource personnel working with the students
 - Special education/second language learners in the classroom
 - Curriculum/program information; school goals
 - Length of class periods (secondary)
 - Teaming/team teaching that occurs
4. For each Wisconsin Teacher Standard, assess the level of performance demonstrated by the teacher candidate. **Evidence** of their practice **must be included** to support the assigned ratings. The 'Evidence/Comments' box expands to accommodate written statements.
 - ➔ It is important to remember that you are assessing the teacher candidate's readiness to become a new member of the profession. A 'Ready' rating indicates the student is able to apply their learning, reflect upon practice, and demonstrate growth. A successful teacher candidate is one that is prepared to be *inducted* into the profession where they will continue to learn and grow.
 - ➔ Ratings of '**Not Ready**' *must* be accompanied by specific evidentiary statements. Include specific recommendations for needed growth experiences.
5. Comments/evidence for each standard are required. Consider the teacher candidate's overall performance and comment on strengths this novice professional demonstrates as well as examples of challenges they have overcome throughout their placement.
- ★ 6. A candidate will be successful when the Overall Rating for each standard is rated **Ready**.
 - Standards in which the teacher candidate is marked 'Not Ready' will become the focus for a possible extension of placement, should the teacher candidate choose to continue pursuit of a teaching credential after an unsuccessful field experience.
7. Required signatures:
 - All parties included on evaluation (CT and teacher candidate) must sign and date the evaluation. This ensures the evaluation has been received and reviewed.
 - If two designated cooperating teachers (i.e. in a combined physical education & health placement) collaborated to produce the evaluation, both teachers must sign the form. An alternative would be to have each designated cooperating teacher complete a separate evaluation form.
 - Original signatures are required; typed names cannot be accepted.
8. Please submit completed evaluations **within one week of the close of the semester**.

Cooperating teachers may submit the evaluation by mail or email to:
Office of Field Experiences; 464 CPS/UWSP; Stevens Point, WI 54481
Field.experiences@uwsp.edu