***Evaluation for Practicum – PS 3  
Department of Early Childhood and Special Education – Valdosta State University*   
(to be placed in the departmental practicum folder upon completion of evaluation)**

**Teacher Candidate** **Semester** **Course**

**Practicum Instructor** **University Supervisor**

**School** **Grade Level** **Mentor Teacher**

**Directions: *Teacher Candidate, complete the above information and present this form along with the following documentation (Informal Tasks and Practicum Folder Documentation) to your University Supervisor, as requested.  
Informal Tasks***

*The* ***university supervisor*** *is to check on the following throughout the practicum experience as appropriate:*

\_\_\_\_\_ **Evaluation for Practicum:** Begin your documentation with this page.

\_\_\_\_\_ **Confirmation of Responsibilities Sheet:** Include this sheet after the practicum student and the mentor teacher sign it.

\_\_\_\_\_ **Letter of Introduction:** Submit a typed formal letter of introduction to the parents/guardians. The letter must be checked by your university supervisor and approved by your mentor teacher prior to being sent home.

**\_\_\_\_\_ Reflective Journal**: Submit as assigned.

\_\_\_\_\_ **Self-Assessment/Video of Lesson:** Submit the video to the university supervisor, as directed.

\_\_\_\_\_ **Letter of Appreciation:** Submit a typed formal letter of appreciation reflecting three positive experiences of the practicum. The letter must be checked by your university supervisor prior to giving it to the mentor teacher at the end of the practicum experience.

***Practicum Folder Documentation***

*The* ***university supervisor*** *will collect the following documents to give to* ***practicum instructor*** *to place in the practicum folder*:

\_\_\_\_\_ **Time Sheet:** Include a time sheet, *signed by the mentor teacher*, recording dates and times in the classroom and total time at the bottom. Requirement: Attend assigned days and record these, with evidence of consistent attendance and punctuality.

\_\_\_\_\_ **University Supervisor Observation: *CAPS Performance Standards AND dispositions*:** Submit one (1) *CAPS Performance Standards AND dispositions* form, completed by your university supervisor. Submit the corresponding lesson plan (prepared in a co-requisite course) which was signed/approved/dated by the mentor teacher (lesson plan will be returned to practicum student).

\_\_\_\_\_ **Peer Observation: *CAPS Performance Standards AND dispositions***: Submit the original *CAPS Performance Standards AND dispositions* form, completed by a peer, with comments for each indicator. Submit the corresponding lesson plan (prepared in a co-requisite course) which was signed/approved/dated by the mentor teacher (lesson plan will be returned to practicum student.)

\_\_\_\_\_ **Self-Assessment of Instruction: *CAPS Performance Standards AND dispositions*:** Submit one (1) *CAPS Performance Standards AND dispositions* form, completed by the teacher candidate after reviewing the videoed lesson. Submit the corresponding lesson plan (prepared in a co-requisite course) which was signed/approved/dated by the mentor teacher (lesson plan will be returned to practicum student).

\_\_\_\_\_ **Mentor Teacher Observation: *CAPS Performance Standards AND dispositions*:** Submit **two (2)** *CAPS Performance Standards AND dispositions* forms completed, signed, and dated by the mentor teacher after the mentor observations are performed using the lesson plans prepared in a co-requisite course(s), in either a whole class or small group setting. Submit corresponding lessons plans which were signed/approved/dated by mentor teacher (lesson plans will be returned to practicum student).

\_\_\_\_\_ **Final Evaluation of the Teacher Candidate by the Mentor Teacher:** Have the mentor teacher complete the *Final Evaluation of the Teacher Candidate by the Mentor Teacher* form and give it to the teacher candidate following a discussion. *Check to make sure that signatures are included!*

\_\_\_\_\_ **Mentor Teacher Evaluation of Teacher Candidate Dispositions:** Have the mentor teacher complete and sign the form *Program Dispositions Evaluation by Mentor Teacher of Teacher Candidate,* to be submitted with final documentation.

\_\_\_\_\_ **Teacher Candidate Self-Evaluation of Dispositions:** Complete the *Self Evaluation of Dispositions* form in LiveText. A printout of the LiveText submission of the *Self-Evaluation* *of Dispositions* must be submitted.

***During the last week of classes:***

\_\_\_\_\_ University Supervisor Responsibility: **All** **LiveText Requirements Completed:** Lesson Plan Observed by University Supervisor;

Self-Evaluations of Dispositions*; Field Experience Formative Feedback FL3a*;*Lesson Analysis and Reflection EDL3a   
\_\_\_*\_\_\_ (University Supervisor initials)

\_\_\_\_\_ Practicum Instructor Responsibility: **University Instructor Evaluation of Teacher Candidate Dispositions:** The practicum instructor will complete the form (in collaboration with PS 3 instructors), *University Instructor Evaluation of Teacher Candidate Dispositions* (blue form) and provide a copy to the teacher candidate. The original will be placed in the teacher candidate’s departmental practicum folder.

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| **Practicum Component** | **Grade** | **Signature** |
| Practicum Folder Documentation |  | (Practicum Instructor) |
| LiveText Requirements |  | (Practicum Instructor) |
| Practicum Seminars |  | (Practicum Instructor) |

**Final Grade for ECED 4690 / ECSE 4390 \_\_\_\_\_\_\_\_\_**

(You must receive a grade of “S” for all required components above to receive a final grade of “S” for this practicum.)