College of Education and Human Development
CAPSTONE INTERNSHIP HANDBOOK
2015 - 2016

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INTRODUCTION

The Internship Handbook is designed for interns, practicing professionals and college personnel who participate in the internship program of the College of Education and Human Development (COEHD) at the University of New Orleans (UNO). The handbook specifies the roles and responsibilities of the intern and of each member of the professional team. Although the handbook is not intended to be all-inclusive, it does provide a comprehensive overview of the internship program.

Since internship represents the culmination of the Teacher Education Program at UNO, it provides opportunities for the teacher candidate to translate basic principles, theories, methods and techniques into teaching strategies that are creative, comprehensive, and effective. Aware of its role and responsibility in the preparation of quality teachers for the future, the COEHD makes a concerted effort to provide teacher candidates with numerous opportunities to acquire the necessary knowledge and skills to improve the academic performance of today’s youth.

Interns, being exposed to a variety of stimulating learning experiences under the direction of effective educators, not only learn how to direct experiences for their pupils, but become aware of real-life professional situations and solutions that will best prepare children and youth for active citizenship in a global community. Committed to our mission to prepare professional educators who will practice in culturally diverse settings in metropolitan area schools, the COEHD at UNO designs and maintains its entire program with an emphasis on inquiry.

The Conceptual Framework permeates the entire teacher preparation program. As teacher candidates progress through their professional studies, they are introduced to roles that they will experience in the classroom, which along with their personally held beliefs and assumptions, inform their professional practice. The goal of the COEHD is to have our candidates internalize the theory-practice-research interaction model as they develop into reflective practitioners who are constantly reassessing the educational theories, beliefs, and assumptions they embrace.
Goal: Preparing Reflective Practitioners

Roles and Responsibilities of Professionals in Teacher Education

1. Effective teachers **manage classroom contexts and environments.**
   - They establish a culture for learning.
   - They create an environment of respect and rapport.

2. Effective teachers **design curriculum and instruction.**
   - They understand and use curriculum and instruction.
   - They communicate effectively.

3. Effective teachers **deliver instruction and assess learning.**
   - They engage students in active learning.
   - They integrate disciplines into instruction.
   - They use assessment in instruction.
   - They embed diversity in decision-making.

4. Effective teachers **participate in professional responsibilities.**
   - They advocate for children, in terms of services and supports.
   - They collaborate to improve professional practice.
   - They reflect on teaching and learning.

Dispositions of Teacher Candidates

1. Teachers believe in, value and commit to **equity and advocacy.** Effective teachers:
   - Value and respect individual differences;
   - commit to the premise that all students can learn; and
   - believe in advocacy when the welfare of the student is at risk or a need to address social justice issues is identified.

2. Teachers believe in, value and commit to **professionalism and effective communication.** Effective teachers:
   - Practice and model ethical and professional behavior in and out of the classroom;
   - communicate effectively in a variety of situations for a variety of purposes; and
   - demonstrate reliable and punctual attendance in all situations.

3. Teachers believe in, value and commit to **constant improvement.** Effective teachers:
   - Seek opportunities for expanding knowledge and improving practice;
   - commit to lifelong learning and professional development; and
   - exhibit intrinsic motivation and continually engage in inquiry, reflection, and self-assessment.

4. Teachers believe in, value and commit to **collaboration.** Effective teachers:
   - Commit to collaboration with all stakeholders;
   - balance personal initiative with recognition of others’ contributions in group work; and
   - participate actively with colleagues in a respectful manner.

5. Teachers believe in, value and commit to **flexibility and perseverance.** Effective teachers:
   - Work through difficulties and commit to finding solutions;
   - effectively develop a problem-solving and experimental orientation through reflection and questioning; and accept constructive feedback and adjust accordingly.
Part I. General Information

Description of the Capstone Internship

The internship experience is intended to meet the needs of teacher candidates admitted to the Master of Arts in Teaching (MAT) Program. The capstone internship will be completed in the teacher candidate’s area of desired certification at a state approved school, with the approval of the principal. A qualified school-based mentor and a college coordinator from the College of Education and Human Development will supervise the intern. During the fifteen-week semester, interns will spend a minimum of 75 full school days involved in teaching and learning processes at the school site. Interns will participate in classroom teaching, observations, coaching and evaluation conferences, school and community activities, and other school related experiences.

Goals of Internship

The major goals of internship are to provide the intern with opportunities to:

1. Establish and maintain harmonious and productive relationships within the professional environment;
2. Develop teaching talent with respect to the interactive components of artistic and technical pedagogy;
3. Reflect collaboratively upon the origins, purposes, and consequences of his/her actions as well as the constraints and encouragements embedded in teaching and learning situations;
4. Demonstrate proficient engagement in the roles associated with effective educators, and
5. Internalize the theory-practice-research interaction model.

Procedures and Timelines for Application

Application for internship must be submitted electronically to the COEHD Office one semester prior to beginning the capstone internship semester. The electronic application is available at the COEHD’s home page, www.coehd.uno.edu. Teacher candidates expecting to intern in the Fall semester must apply on or before January 1. Teacher candidates expecting to intern in the Spring semester must apply on or before August 1. Any teacher candidate who submits an application past the deadline date must submit an appeal, which will be reviewed by the assistant dean of the college. These requests will only be approved under extenuating circumstances.

Teacher candidates must enroll in the appropriate assessment course, as indicated on his/her curriculum sheet, one semester prior to the capstone internship. During enrollment in this course, teacher candidates work collaboratively with program coordinators to develop portfolios, which meet program requirements and complete the performance review required prior to the capstone internship.

Procedural Guidelines

Prior to the beginning of the semester and registration, the prospective intern must secure a full-time teaching position in a state approved school, with the majority of his/her teaching responsibilities in the area of desired certification. Employment as an academic assistant, assistant teacher, or paraprofessional will not satisfy this requirement. The subsequent documentation must be submitted to the coordinator of student teaching and internships.
1. **Letter from School Principal**
   The letter will acknowledge the prospective intern’s full-time employment in the content/subject area in which he/she is seeking certification and the principal’s support for the internship. This letter will also indicate the prospective intern’s past and projected teaching responsibilities in the school and the name of the school-based mentor to be assigned during the internship. *(Please see the criteria for selection of the mentor teacher on page 5).* A copy of the intern’s teaching schedule must also be provided.

2. **Letter from School-Based Mentor**
   The letter will acknowledge the teacher’s willingness to serve as a school-based mentor. The letter will also indicate the school-based mentor’s area of Louisiana certification.

3. **Copy of School-Based Mentor’s Louisiana Teaching Certificate**
   A copy of the school-based mentor’s Louisiana Teaching Certificate will accompany the letter from the school-based mentor.

**Integrated/Merged Program:**
Interns seeking Integrated/Merged Certification (General and Special Education) must be
1. Hired to teach general education with inclusion.
   Or
2. Hired to teach Mild Moderate Special Education.
   The school district or school must make these accommodations in order for the student to complete the Internship in both general and special education.
   a. If the Intern is hired to teach General Education (no inclusion) the school must make accommodations to have the Intern teach at least one Special Education class per day.
   b. If the Intern is hired to teach Special Education only, the school must make accommodations to have the Intern teach at least 1 General Education class per day.
   Employment as an academic assistant, assistant teacher, or paraprofessional will not satisfy this requirement.
   The subsequent documentation must be submitted to the Office of Field Experience.

1. **Letter from School Principal**
   The letter will acknowledge the prospective Intern’s full-time employment in general and special education in which he/she is seeking certification and the Principal’s support for the internship. This letter will also indicate the prospective Intern’s past and projected teaching responsibilities in the school and the name of the School-Based Mentors to be assigned during the internship.

2. **Letter from School-Based Mentor**
   The letter will acknowledge the teacher’s willingness to serve as a school-based mentor. The letter will also indicate the school-based mentor’s area of Louisiana certification.

3. **Copy of School-Based Mentor’s Louisiana Teaching Certificate**
   A copy of the school-based mentor’s Louisiana Teaching Certificate will accompany the letter from the school-based mentor.

**Legal Responsibilities**

Interns are responsible for securing their own tort liability and malpractice insurance. Neither the university nor the College of Education and Human Development insures paid interns for tort liability or malpractice. Each intern is strongly urged to obtain this insurance prior to the start of the capstone internship.
Grading

The personal and professional growth of the intern is assessed throughout the semester. At mid-semester and end of semester, 3-way collaborative conferences are conducted to formally assess the intern’s progress. The intern, mentor and college coordinator meet to discuss areas of strengths and areas, which require improvement. Specific strategies and recommendations are made to address areas of weakness. The mentor teacher completes an evaluation prior to both conferences and recommends a grade to the college coordinator. As the instructor of record, the college coordinator will make the final decision regarding the grade. This grade will be recorded on Form 10 at mid-semester and on Form 11 at the end of the semester.

Additionally, the mentor teacher and college coordinator complete the 3rd Dispositions Review at the end of the semester. At the end of the semester, the college coordinator is also responsible for the review and scoring of the Teacher Work Sample.

A final grade of “C” or higher is required to successfully complete the internship semester. Students in the M.A.T. program cannot count more than six hours of graduate coursework with a grade lower than a B toward their degree program. In addition, any master's student receiving more than six hours of graduate coursework with a grade lower than a B in their degree program shall be dropped from the program.

Integrated/Merged Program: The cooperating teachers (i.e., special and general education) will complete the evaluations at the mid and end of semester. At the end of the semester, the college coordinator is responsible for the review and scoring of the Teacher Work Sample, Dispositions Review, and the Video/CEC Reflection.

Part II. Roles and Responsibilities

Cooperating School

Personnel from the assigned school are involved in the professional development and instructional programs for interns and for students. Collaboration between school and university personnel helps interns develop knowledge, skills and dispositions.

Personnel from the Cooperating School:
- Have the legal responsibility for the safety and welfare of its pupils; and
- Assure that the mentor teacher and intern understand and follow established parish and school policies and procedures.

Mentor Teachers

Mentor Teachers will:
- Be highly recommended by the principal and meet the requirements for serving as a mentor teacher;
- Collaborate with the university and the college coordinator in assisting the intern in meeting the goals and challenges during the internship experience;
- Act as liaisons to connect the intern to the school and the school community;
- Support and mentor the intern;
- Review and evaluate the video requirement;
- Model “best teaching strategies” and effective classroom management skills and techniques;
Conduct classroom observations and provide feedback (at least 3 observations must include written notes and reflection that will be submitted by the intern);

Have an impact on student learning as they plan and confer with the intern; and

Complete all required intern forms; evaluate the intern’s potential as an effective teacher and grade the Mid-Semester and End of Semester Evaluations.

**Integrated/Merged Program: Mentor Teachers (Special Education) will:**

- Ensure that Interns are exposed to the pre-referral/referral process including RTI, SBLC, and multidisciplinary team evaluation.
- Share the multidisciplinary team evaluation, IEP, and progress report of students with whom the Intern is working.
- Include Interns in the special education department meeting.
- Facilitate collaboration with the Intern and related service specialists.
- Discuss ways to schedule students, grade students, and collaborate with general education teachers.
- Discuss ways to enhance parental involvement.
- Share information on effective strategies and materials when instructing students.
- Share in the process and/or implementation of the FBA/BIP process, if applicable.

**Criteria for the Selection of Mentor Teachers**

A teacher must be recommended by the principal to serve as mentor and must have full time teaching responsibilities in his/her area of certification. To qualify to perform this supervisory service, a teacher must meet one of the following eligibility criteria:

- Valid Type A or Level 3 Louisiana certificate in the field of the supervisory assignment; or
- Valid Type B or Level 2 Louisiana certificate in the field of the supervisory assignment and successfully complete the three semester-hour course in the supervision of student teaching; or
- Valid Type B or Level 2 Louisiana certificate in the field of the supervisory assignment and successfully complete assessor training through the Louisiana Teacher Assistance and Assessment Program (LTAAP); or
- Valid Type B or Level 2 Louisiana certificate in the field of the supervisory assignment and National Board Certification in the field of the supervisory assignment; or
- Valid Type B or Level 2 Louisiana certificate in the field of the supervisory assignment and recommendation of the school principal or superintendent based on annual achievement of successful effectiveness standards.

**College Coordinator**

The College Coordinator will:

- Present a required orientation session;
- Assume responsibility for direct supervision of designated interns (cohort);
- Uphold the policies and procedures of internship;
- Collaborate with the cooperating school and mentor teacher to share and integrate resources and expertise to support candidate’s learning in field experiences;
- Complete 3 observation/conference reports, conduct the Professional Team Meeting at the assigned school/s, confer at the 3-way Conference at Mid-Semester and the End of the Semester, and facilitate 4 cohort meetings during the semester;
- Complete all required internship forms;
- Evaluate the Exit Assessments for Initial Certification via Live Text;
- Conduct the Capstone Review Conference; and
- Submit the interns’ folders with all required documentation and the Final Review Form.

**Criteria for Identification of College Coordinator/Cohort Leader**

- Certified in the area/level of supervision;
- A valid teaching certificate (preferably a Louisiana certificate);
- Five years of successful teaching experience (preferably in public schools in the Greater New Orleans Area);
- A Master’s Degree or higher;
- Three letters of recommendation; and
- Review of vita.

**Interns**

Interns will:

- Confer and speak with his/her mentor teacher about planning and delivery of lessons, assessment of students and school procedures and policies.
- Abide by the policies, procedures and regulations of the employing local education agency.
- Prepare and submit lesson plans for review and approval of the mentor teacher in advance of the lesson and make necessary revisions as suggested by the mentor teacher before teaching the lesson.
- Attend cohort meetings and other professional development sessions mandated by the COEHD.
- Participate in professional development and faculty meetings at the school site.
- Assume full responsibility as the “Teacher of Record” for the students entrusted in his/her care.

**Part III: Policies and Procedures**

**Electronic Correspondence**

**E-mail**
Interns must use only UNO e-mail for electronic correspondence with their college coordinator and the coordinator of student teaching and internships. All communication regarding internship will be sent to your UNO account. This account should be checked at least twice each week.

**Moodle**
Interns should follow the instructions of their college coordinator for checking Moodle.

**Live Text**
Interns will use Live Text throughout the semester to:

- Record field experience information;
- Record mid-semester and end of semester teaching hours;
- Complete required surveys, and
- Submit the exit portfolio (Teacher Work Sample).
Corporal Punishment

Interns are prohibited from administering corporal punishment. Corporal punishment is used here to refer to the infliction of bodily harm.

Professionalism

The relationships that exist among the members of the faculty and staff of a school and the manner in which respective responsibilities are discharged determine to a great extent the effectiveness of the total school program. As a member of a school faculty, the intern is expected to establish and maintain harmonious and productive relationships with members of the faculty and staff of the school.

It is required that the intern:
1. Greet members of the faculty and staff cordially on all occasions;
2. Maintain a professional attitude toward teachers and co-workers;
3. Treat confidentially information concerning pupils, teachers, and school matters;
4. Abide by the policies and regulations of the district and school; and
5. Discuss with the mentor teacher any questions or concerns which may arise.

Appropriate Dress

Interns are to follow the dress code outlined by the assigned parish and school. Neat, clean, and conservative clothing are appropriate in any situation. Any type of dress or accessories considered inappropriate by the parish and the assigned school or the University should be avoided. (Refer to the Teacher/Employee Handbook of your assigned parish and school.)

Attendance

Interns are expected to:

- Adhere to the policies, procedures, and schedules of the school
  - Follow the school calendar of the parish/school (not UNO’s calendar), and should follow the school site’s procedure for documenting attendance.
    - If it comes to the attention of the COEHD that an intern is not following the procedures, policies, or schedules of the school during internship, he/she will be referred immediately to the Review and Retention Committee.
- Adhere to the policies and procedures for interns set by UNO in accordance with Louisiana state policy
  - Interns must document daily attendance throughout the semester using the Weekly Log of Hours (Forms 8 & 9).
  - Integrated/Merged Program: Interns will indicate the hours of special education instruction.
  - A minimum of 75 full school days of teaching during the semester is required.
  - Interns are allowed no more than 5 absences during the course of the semester.
    - Attendance at approved professional development activities or College of Education sponsored events does not constitute an absence. Interns must have prior approval from the coordinator of student teaching and internships for these activities.
    - Other absences must be reported to the coordinator of student teaching and internships following the procedures outlined below.
    - After the 4th absence, an intern will be referred to the Review and Retention Committee.
After the 6th absence, the intern will be removed from internship.

- Tardiness or Early Departure
  - Three instances of tardiness or early departure (if each constitutes fewer than 3 hours of missed time) will constitute 1 absence.
  - Any instance of tardiness or early departure that is longer than 3 hours will constitute 1 absence.
  - Procedures for reporting tardiness and early departure are the same as those for absence (described below).

- Procedures for reporting absence, tardiness, and early departure
  - Interns must report ALL instances of absence, tardiness, and early departure to the coordinator of student teaching and internships. Failure to report or inaccurate reporting of absences, tardiness, and/or early departure or misrepresentation of accumulated hours constitutes academic dishonesty and will be addressed in accordance with university policy.
  - PRIOR to the absence, tardiness, or early departure, interns are required to notify:
    - The school (according to their policy)
    - The coordinator of student teaching and internships via phone or e-mail
    - The college coordinator (in the agreed upon manner, only if an observation is scheduled for that day.)
  - WITHIN 24 HOURS upon returning to school following the absence, tardiness, or early departure, the intern must submit the following to the coordinator of student teaching and internships via fax or e-mail:
    - Official Report of Absence/Tardiness/Early Departure (Form 12). The form must include the signature of the mentor or a school administrator.
    - Documentation to support missed time (e.g. doctor’s note, obituary, jury duty summons)

District Interviews

During the fall and spring semesters, the Coordinator of Clinical Practice arranges campus interviews with public and charter schools from several parishes in the Greater New Orleans area. Interns are given the opportunity to indicate the school/parish(es) he/she is interested in interviewing. The coordinator of student teaching and internships will create and disseminate an interview schedule. Interns will be officially excused by UNO from their assigned school only during the time to complete their interviews. Interns must also comply with absentee policies established by the employing school district.

Situations Requiring Special Consideration

If a teacher candidate decides to withdraw from internship, is removed as a result of poor performance, is removed as a result of a principal’s request or for any other reasons, he/she must reapply and complete internship within one calendar year. The Review and Retention Committee will convene to review the case and will make a decision regarding the ability to intern in future semesters. The college retains full authority and discretion with regard to the eligibility and referral of candidates for internship assignments.

College Coordinator’s Report of Problem

In the event of a problem at the school site, the intern must inform the college coordinator of his/her concern immediately. The college coordinator will facilitate the process of resolving the problem. The college coordinator will complete the required documentation and submit it to the coordinator of student teaching and internships, after
securing all necessary information and signatures.

**Petition to Discontinue Internship**

If an intern decides to discontinue/withdraw from internship, he/she should:

1. Discuss the situation with his/her mentor teacher, **and** college coordinator;
2. Make reference to the UNO Class Schedule Bulletin (on-line) under the section “Important Dates” which lists the final dates to drop or resign;
3. Complete Petition to Discontinue Internship form (Form 13), including all required information, accurate account of earned teaching hours, all appropriate signatures, and a thorough explanation of the reason/s for discontinuing internship; and
4. Print, sign, and submit the form **in person** to the coordinator of student teaching and internships.

**Note:** If the teacher candidate intends to intern the following semester, he/she will need to:

1. Re-apply for admission;
2. Be accepted to the teacher education program under the program and enrollment capacity guidelines in effect at that time; and
3. Submit a letter of appeal to the assistant dean requesting permission to intern.

**Re-assignment to a Second School**

In the event that an intern is transferred to another school due to staffing changes, it is his/her responsibility to inform both the college coordinator and the coordinator of student teaching and internships immediately. This notification must be made verbally, either by telephone or in person, and in writing, via e-mail or fax. In this case, the internship may proceed without interruption provided that there is a qualified mentor at the newly assigned school site.

**Part IV. Requirements**

**Internship Calendar**

Teacher candidates will follow the calendar outlined by the assigned parish and school, and the dates and events listed on the COEHD’s internship calendar.

**Professional Team Meeting**

During the first two weeks of the semester, the college coordinator will schedule a Professional Team Meeting at each school site. Interns, mentor teachers and principals are required to attend. The college coordinator will share information regarding the roles, responsibilities, timelines and requirements of each team member during the internship semester.  
*Integrated/Merged Program: Mentor Teachers include special and general education teachers.*

**Materials for Internship**

- Media for taping 1 lesson (a video camera may be checked out from UNO)
- A folder to submit all documentation during capstone review
- Any other materials required by the college coordinator
Internship Semester Schedule (Form 4)

Interns must submit a copy of his/her teaching schedule to the college coordinator at the Professional Team Meeting.

Cohort Meetings

Each college coordinator will schedule four Cohort Meetings after school hours. Issues of common concern for interns in particular fields are selected for discussion. Instructions are also provided regarding the exit portfolio and other requirements. Attendance at all Cohort Meetings is mandatory.

Lesson Plans

- Every lesson the intern teaches must have a written lesson plan. On a daily basis, the lesson plan format used at the assigned school site may be used.
- Interns must use an extended lesson plan format for the video and the three observations conducted by the college coordinator. The college coordinator and intern should agree upon this format prior to observations.

Integrated Merged Program: Interns will develop lesson plans that include specific ways the lesson has been differentiated for students with diverse learning needs.

College Coordinator Observations (Form 5)

These observations are intended to provide focused feedback from the college coordinator. The college coordinator may use any method of their choosing for recording observational notes and comments. A minimum of three observations must be completed.

- After completion by the college coordinator, the original observation notes and report will be given to the intern.
- The intern must reflect on the lesson taught and feedback provided to complete a reflection.
- A copy of the lesson plan and reflection must be attached.
- All original documents must be placed in the Capstone Review Folder.

Integrated/Merged Program: Interns will be observed twice in the general education setting and once in a small group setting that includes at least one student with an IEP.

Mentor/School Administrator Observations (Form 6)

These observations are intended to provide focused feedback from the mentor and/or school administrator. A minimum of three formal observations must take place during the semester. The mentor/administrator may use an observation tool in place at the school or another format of their choosing, as long as there is a formal record of observation notes, comments, and suggestions.

- After completion by the mentor/school administrator, a copy of the notes should be provided to the intern.
- The intern must reflect on the lesson taught and feedback provided to complete a reflection.
- A copy of the lesson plan must be attached.
- All documents must be placed in the Capstone Review Folder.
Videotaped Lesson (Form 7)

- Each intern must videotape at least one complete lesson.
- The intern and the mentor teacher will view the lesson and reflect/provide feedback.
- A copy of the lesson plan and all feedback/reflection must be placed in the Capstone Review Folder.  
  Integrated/Merged Program: Interns will videotape a lesson of a small group that includes at least one student with an IEP. In addition, the student teacher will write a reflection that relates the planning and delivery of the lesson to the Council for Exceptional Children (CEC) Standards

Weekly Log of Hours (Forms 8 & 9)

- Interns are required to record all teaching hours on the appropriate form weekly.
- At the 3-Way Conferences conducted at the middle and end of the semester, the college coordinator will review all hours.
- The intern, college coordinator and mentor teacher will sign in the appropriate places.
- This data must also be submitted electronically, via Live Text, at the end of semester.
- A signed copy must be submitted in the Capstone Review Folder.

Mid and End of Semester Evaluations (Forms 10 & 11)

- Mentor teachers and college coordinators are to complete evaluations, both at mid-semester and at the end of the semester.
- A 3-Way Conference will be conducted, during which the college coordinator, mentor teacher and intern discuss the intern’s progress.
- Summative and formative evaluations will be reviewed and signed.
- Original documents will be placed in the Capstone Review Folder.  
  Integrated/Merged Program: Mentor teachers include both general and special education teachers.

End of Semester Capstone Review

Each intern is required to submit the completed End of Semester Capstone Review folder to his/her college coordinator during a Capstone Review Conference. This folder must include all required internship forms and documentation containing the appropriate signatures. All required documentation must be contained in the folder at the time of presentation. Graduation is pending presentation of this folder.

Teaching Certificates

Interns will complete the application for teaching certificate at the orientation session scheduled at the beginning of the semester. At the end of the semester, during the capstone review meeting, each intern will submit a personal check or money order in the amount of $50.00 (NO CASH) made payable to: Louisiana Department of Education. After graduation, the teaching certificate is applied for and will be accessible online at www.teachlouisiana.net in six to eight weeks.

COEHD Unit Assessments

The unit assessments are aligned with the Conceptual Framework of the COEHD, Louisiana COMPASS standards, and Specialty Professional Area (SPA) standards. These assessments require interns to engage in various teacher roles and responsibilities to impact student learning.
Dispositions-3\textsuperscript{rd} Review
Effective teachers possess a set of dispositions that guide his/her actions inside and outside of the classroom. All candidates deepen his/her understanding and development of dispositions during the program. Prior to the end of the semester 3-way conference, the mentor teacher and college coordinator will review and score the Candidate Dispositions 3\textsuperscript{rd} Review. Scores indicate an intern’s areas of strengths and areas for improvement.

Teacher Work Sample
Each intern must submit the Teacher Work Sample (TWS) via Live Text. Requirements for the exit portfolio are based on each candidate’s area of certification. College coordinators guide interns through the work sample process. Integrated/Merged Program: Interns should select students with IEPs as their focus students for this assignment.

End of Semester Evaluation
The assigned mentor and college coordinator, through a collaborative process, assesses each intern at the end of the semester. See Form 11.

Integrated/Merged Program:
CEC Reflection
Student teachers will develop, deliver, and videotape a lesson for a small group of students that includes at least one student with an IEP. The Intern will write a reflection that relates the planning and delivery of the lesson to the Council for Exceptional Children (CEC) Standards.

Graduate Exit Survey
At the end of the semester, an exit survey will be sent through Live Text to each intern. This survey is designed to provide feedback regarding the intern’s experiences related to enrollment in and completion of the program. This information is used for program review and improvement.

Program Completion Follow-Up Survey
Within a year after completion of the Master’s of Arts in Teaching Program, an employment status survey will be sent. Please complete the form and return it.
APPENDIX

All forms are included in the appendix. An electronic copy is Available on Moodle. All form(s) must be completed neatly and legibly, using a blue pen. All originals should be placed in the Capstone Review Folder.
Candidate will submit the End of Semester “Capstone” Review Sheet with the documentation listed below. This sheet should be the first page and the subsequent pages should follow in this order. *Initial next to each document to verify that it has been submitted for review.*

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<thead>
<tr>
<th>Student Submits</th>
<th>Document</th>
<th>Form</th>
<th>College Coordinator</th>
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<td>End of Semester Checkout Cover Sheet</td>
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<td>College Coordinator Observation Reports (3)</td>
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<td>Mentor/School Administrator’s Observation Reports (3) (Include lesson plans)</td>
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<td></td>
<td>Cooperating/Mentor Teacher Observation Report of Video (Include lesson plan)</td>
<td>7</td>
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<td></td>
<td>Mid-Semester Student Teaching/Internship Hours Log</td>
<td>8</td>
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<td></td>
<td>End-Semester Student Teaching/Internship Hours Log Also submitted via Live Text</td>
<td>9</td>
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<td></td>
<td>Mid-Semester Evaluation</td>
<td>10</td>
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<td></td>
<td>End of Semester Evaluation (Scored in Live Text by College Coordinator)</td>
<td>11 and Live Text</td>
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<td></td>
<td>Evaluation of College Coordinator</td>
<td>Live Text</td>
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<td></td>
<td>Graduate Exit Survey</td>
<td>Live Text</td>
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<td></td>
<td>Teacher Work Sample Uploaded (Scored in Live Text by College Coordinator)</td>
<td>Live Text</td>
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<td></td>
<td>Letter of Recommendation From College Coordinator</td>
<td>University Letterhead</td>
<td></td>
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<tr>
<td></td>
<td>Disposition Review 3 - Completed by College Coordinator &amp; Mentor Teacher</td>
<td>Live Text</td>
<td></td>
</tr>
</tbody>
</table>
**Student Teacher/Intern Semester Schedule**

Teacher Candidate ____________________________  Student ID ____________________

School __________________________________________________________________________

Grade/Content Area__________________________  Room # ______________________

Cooperating/Mentor Teacher Name _________________________________________________

**INSTRUCTIONS:** Give a copy of this schedule to your College Coordinator at the initial visit. Elementary teacher candidates should indicate the time of the day (e.g., 8:45-9:45) when each activity begins. Secondary teacher candidates should indicate both period (e.g., 1st, 2nd) and time of day when each activity begins. Please include planning, lunch and/or recess periods in the proper place on the schedule. If necessary, you may include an attachment.

School Begins ___________ A.M.  School Ends ___________ P.M.

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
<th>Room #</th>
<th>Subject/Activity</th>
<th>Identify which subject/period you expect to begin teaching 1st, 2nd, etc.</th>
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</tbody>
</table>

Specify your Planning Day(s) and Time(s): __________________________________________

Student Teacher’s/Intern’s Signature ________________________________  Date_______

Cooperating/Mentor Teacher’s Signature ________________________________  Date_______
Please check the specific component under each domain that you observed/discussed today.

<table>
<thead>
<tr>
<th>I. Manage Classroom Contexts and Environments</th>
<th>II. Design Curriculum and Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Establish a culture for learning by:</strong></td>
<td><strong>A. Understand and use curriculum and instruction by:</strong></td>
</tr>
<tr>
<td>□ Manage classroom procedures (COMPASS 2c)</td>
<td>□ Knowing content</td>
</tr>
<tr>
<td>□ Managing student behavior</td>
<td>□ Knowing pedagogy</td>
</tr>
<tr>
<td>□ Organizing physical space</td>
<td>□ Setting instructional outcomes (COMPASS 1c)</td>
</tr>
<tr>
<td>□ Organizing classrooms to integrate technology</td>
<td>□ Designing coherent instruction</td>
</tr>
<tr>
<td>□ Maintaining accurate records using available technology</td>
<td>□ Designing student assessments</td>
</tr>
<tr>
<td><strong>B. Create an environment of respect and rapport by:</strong></td>
<td>□ Incorporating knowledge of diversity in the classroom</td>
</tr>
<tr>
<td>□ Using cultural contexts in the classroom</td>
<td>□ Planning for the use of technologies in curriculum and instruction</td>
</tr>
<tr>
<td>□ Demonstrating knowledge of diversity among students</td>
<td>□ Demonstrating knowledge of resources, including technologies</td>
</tr>
<tr>
<td>□ Presenting rationales for change to meet students’ needs</td>
<td>□ Planning for the use of collaborative group practices in the classroom</td>
</tr>
</tbody>
</table>

**B. Communicate effectively by:**

□ Incorporating effective written communication in the classroom
□ Incorporating effective oral communication in the classroom

<table>
<thead>
<tr>
<th>III. Deliver Instruction and Assess Learning</th>
<th>IV. Participate in Professional Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Engage students in active learning (COMPASS 3c) by:</strong></td>
<td><strong>A. Advocate for children, in terms of services and supports by:</strong></td>
</tr>
<tr>
<td>□ Interacting effectively with students</td>
<td>□ Communicating with families</td>
</tr>
<tr>
<td>□ Demonstrating flexibility and responsiveness</td>
<td>□ Demonstrating knowledge of resources in school and the community</td>
</tr>
<tr>
<td>□ Integrating technology and other resources</td>
<td>□ Collaborate to improve professional practice by:</td>
</tr>
<tr>
<td><strong>B. Integrate disciplines into instruction by:</strong></td>
<td>□ Engaging in a professional community</td>
</tr>
<tr>
<td>□[506]Applying connections to multiple disciplines</td>
<td>□ Participating in professional development</td>
</tr>
<tr>
<td>□ Demonstrating connections to real life</td>
<td>□ Collaborating with teachers and mentors</td>
</tr>
<tr>
<td><strong>C. Use assessment in instruction by:</strong></td>
<td>□ Developing goals for social justice</td>
</tr>
<tr>
<td>□ Incorporating performance tasks in the classroom</td>
<td>□ Using research-based practices that include current available technology</td>
</tr>
<tr>
<td>□ Use questioning and discussion techniques (COMPASS 3b)</td>
<td>□ Focusing on cultural contexts and social justice</td>
</tr>
<tr>
<td>□ Using pre-assessment, formative assessment, and summative assessment appropriately (COMPASS 3d)</td>
<td>□ Collecting and analyzing data to improve practice</td>
</tr>
<tr>
<td><strong>D. Embed diversity in decision-making by:</strong></td>
<td>□ Selecting resources</td>
</tr>
<tr>
<td>□ Delivering instruction</td>
<td>□ Delivering instruction</td>
</tr>
<tr>
<td>□ Assessing learning</td>
<td>□ Delivering instruction</td>
</tr>
</tbody>
</table>
Collaborative Journal: Written dialogue supports evidence of weekly collaboration between the Teacher Candidate and the Cooperating/Mentor Teacher

_____ Yes  _____ No

Number of Teaching Hours to Date: ______ College Coordinator’s Next Visit: _______________________

Was a formal lesson plan prepared and available?  _____ Yes  _____ No

Signature of College Coordinator: ______________________________________ Date: ______________________

Signature of Teacher Candidate: ______________________________________ Date: ______________________
### I. Manage Classroom Contexts and Environments

**A. Establish a culture for learning by:**
- ☐ Manage classroom procedures *(COMPASS 2c)*
- ☐ Managing student behavior
- ☐ Organizing physical space
- ☐ Organizing classrooms to integrate technology
- ☐ Maintaining accurate records using available technology

**B. Create an environment of respect and rapport by:**
- ☐ Using cultural contexts in the classroom
- ☐ Demonstrating knowledge of diversity among students
- ☐ Presenting rationales for change to meet students’ needs

### II. Design Curriculum and Instruction

**A. Understand and use curriculum and instruction by:**
- ☐ Knowing content
- ☐ Knowing pedagogy
- ☐ Setting instructional outcomes *(COMPASS 1c)*
- ☐ Designing coherent instruction
- ☐ Designing student assessments
- ☐ Incorporating knowledge of diversity in the classroom
- ☐ Planning for the use of technologies in curriculum and instruction
- ☐ Demonstrating knowledge of resources, including technologies
- ☐ Planning for the use of collaborative group practices in the classroom

**B. Communicate effectively by:**
- ☐ Incorporating effective written communication in the classroom
- ☐ Incorporating effective oral communication in the classroom

### III. Deliver Instruction and Assess Learning

**A. Engage students in active learning *(COMPASS 3c)* by:**
- ☐ Interacting effectively with students
- ☐ Demonstrating flexibility and responsiveness
- ☐ Integrating technology and other resources

**B. Integrate disciplines into instruction by:**
- ☐ Applying connections to multiple disciplines
- ☐ Demonstrating connections to real life

**C. Use assessment in instruction by:**
- ☐ Incorporating performance tasks in the classroom
- ☐ Use questioning and discussion techniques *(COMPASS 3b)*
- ☐ Using pre-assessment, formative assessment, and summative assessment appropriately *(COMPASS 3d)*

**D. Embed diversity in decision-making by:**
- ☐ Selecting resources
- ☐ Delivering instruction
- ☐ Assessing learning

### IV. Participate in Professional Responsibilities

**A. Advocate for children, in terms of services and supports by:**
- ☐ Communicating with families
- ☐ Demonstrating knowledge of resources in school and the community

**B. Collaborate to improve professional practice by:**
- ☐ Engaging in a professional community
- ☐ Participating in professional development
- ☐ Collaborating with teachers and mentors
- ☐ Developing goals for social justice
- ☐ Using research-based practices that include current available technology

**C. Reflect on teaching and learning by:**
- ☐ Focusing on cultural contexts and social justice
- ☐ Collecting and analyzing data to improve practice
<table>
<thead>
<tr>
<th>College Coordinator's Notes:</th>
<th>Student Teacher's/Intern’s Reflections:</th>
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</thead>
<tbody>
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</table>

Collaborative Journal: Written dialogue supports evidence of weekly collaboration between the Teacher Candidate and the Cooperating/Mentor Teacher

- Yes
- No

Number of Teaching Hours to Date: __________ College Coordinator’s Next Visit: _______________________

Was a formal lesson plan prepared and available?

- Yes
- No

Signature of College Coordinator: ___________________________ Date: _______________________

Signature of Teacher Candidate: _____________________________ Date: _______________________


# Observation Report of Video Tape Lesson #1 (Form 7)

Student Teacher/Intern: ___________________________      School: __________________________

Grade/Subject: ___________________________      Lesson Focus: ___________________________

Date: _______________     Lesson Start Time: _______________     Lesson End Time: _______________

## Part A: Technical Assessment of Lesson

– Video – Rate the teaching performance in each of the three Technical Performance Dimensions.

<table>
<thead>
<tr>
<th></th>
<th>A= Outstanding</th>
<th>B= Above Average</th>
<th>C= Average</th>
<th>D= Below Average</th>
<th>F= Ineffective</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Planning and Organization</td>
<td></td>
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<tr>
<td>II. Classroom Management and Discipline</td>
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<tr>
<td>III. Instruction and Assessment</td>
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</table>

### Part B: Analysis of Lesson

Write an analysis of the teaching performance in the space below. The analysis should include: Insights about teaching behavior and student behavior; specific information about the effectiveness of the teaching performance, impact on student learning; and concrete actions for improvement. (Attach additional sheets if necessary.)

<table>
<thead>
<tr>
<th></th>
<th>Student Teacher/Intern</th>
<th>Cooperating/Mentor Teacher</th>
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<tbody>
<tr>
<td>I.</td>
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<tr>
<td>II.</td>
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<tr>
<td>III.</td>
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</tbody>
</table>

Signature of Student Teacher/Intern ___________________________      Date _______________

Signature of Cooperating/Mentor Teacher ___________________________      Date _______________
MID-SEMESTER

Weekly Log of Student Teaching/Internship Hours (Form 8)

Student Teacher/Intern________________________     Grade/Subject ________________________
Cooperating/Mentor Teacher________________________     School _______________________
College Coordinator________________________     Semester/Year _______________________

INSTRUCTIONS:
This log will assist you when completing the field experience template for Mid-Semester Teaching Hours. The Cooperating/Mentor Teacher verifies teaching hours prior to the student teacher’s/intern’s completion of weekly entry. Prior to the Mid-Semester Three-Way Conference, print this log and bring to the Mid-Semester Three-Way Conference to obtain the required signatures.

<table>
<thead>
<tr>
<th>Week Of</th>
<th>Total Teaching Hours per Week</th>
<th>Number of Absences</th>
<th>Number of Times Tardy</th>
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</table>

Mid-Semester Totals

Student Teacher/Intern________________________     Date __________
Cooperating/Mentor Teacher________________________     Date __________
College Coordinator________________________     Date __________
END OF SEMESTER
Weekly Log of Student Teaching/Internship Hours (Form 9)

Student Teacher/Intern____________________  Grade/Subject __________________________

Cooperating/Mentor Teacher____________________  School __________________________

College Coordinator______________________  Semester/Year ________________________

INSTRUCTIONS:
This log will assist you when completing the field experience template for Mid-Semester Teaching Hours. The Cooperating/Mentor Teacher verifies teaching hours prior to the student teacher’s/intern’s completion of weekly entry. Prior to the Mid-Semester Three-Way Conference, print this log and bring to the Mid-Semester Three-Way Conference to obtain the required signatures.

<table>
<thead>
<tr>
<th>Week Of</th>
<th>Total Teaching Hours per Week</th>
<th>Number of Absences</th>
<th>Number of Times Tardy</th>
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Mid-Semester Totals

Student Teacher/Intern____________________ Date ____________

Cooperating/Mentor Teacher____________________ Date ____________

College Coordinator______________________ Date ____________

Note: Secure all required signatures at the end of semester 3-way conference
Place original in Capstone Review folder
Mid-Semester Evaluation (Form 10)

Teacher Candidate: ______________________________  Grade/Subject: ______________________________

Cooperating/Mentor Teacher: __________________________  School: ____________________________

College Coordinator: ________________________________  Semester/Year: _______________________

Rating Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Rating</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3.3 - 4.0</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>2.5 - 3.2</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>1.7 - 2.4</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>0.9 - 1.6</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0.8 and below</td>
<td>0</td>
</tr>
</tbody>
</table>

COMPETENCIES OBSERVED (Circle the appropriate number - each element must be scored)

I. EFFECTIVE TEACHERS MANAGE CLASSROOM CONTEXTS AND ENVIRONMENTS

A. They establish a culture for learning by:
   - Managing classroom procedures (COMPASS 2c) 4 3 2 1 0
   - Managing student behavior 4 3 2 1 0
   - Organizing physical space 4 3 2 1 0
   - Organizing classrooms to integrate technology 4 3 2 1 0
   - Maintaining accurate records using available technology 4 3 2 1 0

B. They create an environment of respect and rapport by:
   - Using cultural contexts in the classroom 4 3 2 1 0
   - Demonstrating knowledge of diversity among students 4 3 2 1 0
   - Presenting rationales for change to meet students needs 4 3 2 1 0

TOTAL SUBSCORE divided by 8 = Letter Grade to nearest whole number  Letter Grade =_____

II. EFFECTIVE TEACHERS DESIGN CURRICULUM AND INSTRUCTION

A. They understand and use curriculum and instruction by:
   - Knowing content 4 3 2 1 0
   - Knowing pedagogy 4 3 2 1 0
   - Setting instructional outcomes (COMPASS 1c) 4 3 2 1 0
   - Designing coherent instruction 4 3 2 1 0
   - Designing student assessments 4 3 2 1 0
   - Incorporating knowledge of diversity in the classroom 4 3 2 1 0
   - Planning for the use of technologies in curriculum and instruction 4 3 2 1 0
   - Demonstrating knowledge of resources, including technologies 4 3 2 1 0
   - Planning for the use of collaborative group practices in the classroom 4 3 2 1 0

B. They communicate effectively by:
   - Incorporating effective written communication in the classroom 4 3 2 1 0
   - Incorporating effective oral communication in the classroom 4 3 2 1 0

TOTAL SUBSCORE divided by 11 = Letter Grade to nearest whole number  Letter Grade =_____
III. EFFECTIVE TEACHERS DELIVER INSTRUCTION AND ASSESS LEARNING

A. They engage students in active learning (COMPASS 3c) by:
   - Interacting effectively with students 4 3 2 1 0
   - Demonstrating flexibility and responsiveness 4 3 2 1 0
   - Integrating technology and other resources 4 3 2 1 0

B. They integrate disciplines into instruction by:
   - Applying connections to multiple disciplines 4 3 2 1 0
   - Demonstrating connections to real life 4 3 2 1 0

C. They use assessment in instruction by:
   - Incorporating performance tasks in the classroom 4 3 2 1 0
   - Using questioning and discussion techniques (COMPASS 3b) 4 3 2 1 0
   - Using pre-assessment, formative assessment, and summative assessment appropriately (COMPASS 3d) 4 3 2 1 0

D. They embed diversity in decision-making by:
   - Selecting resources 4 3 2 1 0
   - Delivering instruction 4 3 2 1 0
   - Assessing learning 4 3 2 1 0

TOTAL SUBSCORE divided by 12 = Letter Grade to nearest whole number  Letter Grade =_____

IV. EFFECTIVE TEACHERS PARTICIPATE IN PROFESSIONAL RESPONSIBILITIES

A. They advocate for children, in terms of services and supports by:
   - Communicating with families 4 3 2 1 0
   - Demonstrating knowledge of resources in school and the community 4 3 2 1 0

B. They collaborate to improve professional practice by:
   - Engaging in a professional community 4 3 2 1 0
   - Participating in professional development 4 3 2 1 0
   - Collaborating with teachers and mentors 4 3 2 1 0
   - Developing goals for social justice 4 3 2 1 0
   - Using research-based practices that include current available technology 4 3 2 1 0

C. They reflect on teaching and learning by:
   - Focusing on cultural contexts and social justice 4 3 2 1 0
   - Collecting and analyzing data to improve practice 4 3 2 1 0

TOTAL SUBSCORE divided by 9 = Letter Grade to nearest whole number  Letter Grade =_____
RECOMMENDED GRADE

☐ GRADE A - Continuous and progressive evaluation of the teacher candidate’s classroom performance is outstanding.

☐ GRADE B - Continuous and progressive evaluation of the teacher candidate’s classroom performance is above average.

☐ GRADE C - Continuous and progressive evaluation of the teacher candidate’s classroom performance is average.

☐ GRADE D - Continuous and progressive evaluation of the teacher candidate’s classroom performance is unsatisfactory.

☐ GRADE F - Continuous and progressive evaluation of the teacher candidate’s classroom performance is unsatisfactory and failing.

COMMENTS:

_________________________________________________________________________________

_________________________________________________________________________________

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_________________________________________________________________________________

Final grade (determined by the College Coordinator):  __________

Cooperating/Mentor Teacher’s Signature: ___________________________ Date: ________

College Coordinator’s Signature: ___________________________ Date: ________

Teacher Candidate’s Signature: ___________________________ Date: ________
End of Semester Evaluation (Form 11)

Teacher Candidate: ______________________________ Grade/Subject: ______________________________

Cooperating/Mentor Teacher: ______________________________ School: ______________________________

College Coordinator: ______________________________ Semester/Year: ______________________________

Rating Scale

<table>
<thead>
<tr>
<th>Rating</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3.3 - 4.0</td>
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<td>D</td>
<td>0.9 - 1.6</td>
</tr>
<tr>
<td>F</td>
<td>0.8 and below</td>
</tr>
</tbody>
</table>

Target A
Acceptable B
Needs Improvement C
Unsatisfactory D
Failing F

COMPETENCIES OBSERVED (Circle the appropriate number - each element must be scored)

I. EFFECTIVE TEACHERS MANAGE CLASSROOM CONTEXTS AND ENVIRONMENTS

A. They establish a culture for learning by:
   - Managing classroom procedures (COMPASS 2c) 4 3 2 1 0
   - Managing student behavior 4 3 2 1 0
   - Organizing physical space 4 3 2 1 0
   - Organizing classrooms to integrate technology 4 3 2 1 0
   - Maintaining accurate records using available technology 4 3 2 1 0

B. They create an environment of respect and rapport by:
   - Using cultural contexts in the classroom 4 3 2 1 0
   - Demonstrating knowledge of diversity among students 4 3 2 1 0
   - Presenting rationales for change to meet students needs 4 3 2 1 0

TOTAL SUBSCORE divided by 8 = Letter Grade to nearest whole number  Letter Grade =______

===========================================================================

II. EFFECTIVE TEACHERS DESIGN CURRICULUM AND INSTRUCTION

A. They understand and use curriculum and instruction by:
   - Knowing content 4 3 2 1 0
   - Knowing pedagogy 4 3 2 1 0
   - Setting instructional outcomes (COMPASS 1c) 4 3 2 1 0
   - Designing coherent instruction 4 3 2 1 0
   - Designing student assessments 4 3 2 1 0
   - Incorporating knowledge of diversity in the classroom 4 3 2 1 0
   - Planning for the use of technologies in curriculum and instruction 4 3 2 1 0
   - Demonstrating knowledge of resources, including technologies 4 3 2 1 0
   - Planning for the use of collaborative group practices in the classroom 4 3 2 1 0

B. They communicate effectively by:
   - Incorporating effective written communication in the classroom 4 3 2 1 0
   - Incorporating effective oral communication in the classroom 4 3 2 1 0

TOTAL SUBSCORE divided by 11 = Letter Grade to nearest whole number  Letter Grade =______

COEHD UNIT ASSESSMENT
III. EFFECTIVE TEACHERS DELIVER INSTRUCTION AND ASSESS LEARNING

A. They engage students in active learning (COMPASS 3c) by:
   - Interacting effectively with students 4 3 2 1 0
   - Demonstrating flexibility and responsiveness 4 3 2 1 0
   - Integrating technology and other resources 4 3 2 1 0

B. They integrate disciplines into instruction by:
   - Applying connections to multiple disciplines 4 3 2 1 0
   - Demonstrating connections to real life 4 3 2 1 0

C. They use assessment in instruction by:
   - Incorporating performance tasks in the classroom 4 3 2 1 0
   - Using questioning and discussion techniques (COMPASS 3b) 4 3 2 1 0
   - Using pre-assessment, formative assessment, and summative assessment appropriately (COMPASS 3d) 4 3 2 1 0

D. They embed diversity in decision-making by:
   - Selecting resources 4 3 2 1 0
   - Delivering instruction 4 3 2 1 0
   - Assessing learning 4 3 2 1 0

TOTAL SUBSCORE divided by 12 = Letter Grade to nearest whole number  
Letter Grade = _____

IV. EFFECTIVE TEACHERS PARTICIPATE IN PROFESSIONAL RESPONSIBILITIES

A. They advocate for children, in terms of services and supports by:
   - Communicating with families 4 3 2 1 0
   - Demonstrating knowledge of resources in school and the community 4 3 2 1 0

B. They collaborate to improve professional practice by:
   - Engaging in a professional community 4 3 2 1 0
   - Participating in professional development 4 3 2 1 0
   - Collaborating with teachers and mentors 4 3 2 1 0
   - Developing goals for social justice 4 3 2 1 0
   - Using research-based practices that include current available technology 4 3 2 1 0

C. They reflect on teaching and learning by:
   - Focusing on cultural contexts and social justice 4 3 2 1 0
   - Collecting and analyzing data to improve practice 4 3 2 1 0

TOTAL SUBSCORE divided by 9 = Letter Grade to nearest whole number  
Letter Grade = _____

COEHD UNIT ASSESSMENT
RECOMMENDED GRADE

☐ GRADE A - Continuous and progressive evaluation of the teacher candidate’s classroom performance is outstanding.

☐ GRADE B - Continuous and progressive evaluation of the teacher candidate’s classroom performance is above average.

☐ GRADE C - Continuous and progressive evaluation of the teacher candidate’s classroom performance is average.

☐ GRADE D - Continuous and progressive evaluation of the teacher candidate’s classroom performance is unsatisfactory.

☐ GRADE F - Continuous and progressive evaluation of the teacher candidate’s classroom performance is unsatisfactory and failing.

COMMENTS:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Final grade (determined by the College Coordinator):  __________

Cooperating/Mentor Teacher’s Signature:_______________________________  Date:__________

College Coordinator’s Signature:______________________________________  Date:__________

Teacher Candidate’s Signature:_______________________________________  Date:__________

COEHD UNIT ASSESSMENT
Official Report of Absence/Tardiness in Student Teaching/Internship

Form 12

Teacher Candidate: _______________________________ Date: __________________

Cooperating/Mentor Teacher: _______________________ School: __________________

Instructions: All absences and tardies MUST be reported to the Coordinator of Student Teaching and Internships. Complete and submit Form 12 to the Coordinator of Student Teaching and Internships by the day and time requested.

<table>
<thead>
<tr>
<th>Official Report of:</th>
<th>☐ Absence</th>
<th>☐ Tardiness</th>
</tr>
</thead>
</table>

Date of Official Report (Form 12) ____________________ Date of Absence/Tardy_______________

School’s Required “Arrival Time” for Teacher candidate: __________________

Recorded “Late Arrival Time” of Teacher candidate: ________________________

Student Provided Official Documentation and/or Confirmation of Absence/Tardiness:

☐ Yes   ☐ No

Official Documentation was faxed to the Coordinator of Student Teaching and Internships:

☐ Yes   ☐ No   Date __________________

Teacher candidate’s Reason for Absence/Tardiness:


Student Teacher’s Signature _______________________________ Date: _________

Cooperating/Mentor Teacher Signature _________________________ Date: _________
Petition to Discontinue Student Teaching/Internship

Teacher Candidate: ________________________________ Date: ________________
Certification Area: ________________________________ ID#: __________________
Cooperating/Mentor Teacher: _________________________ School: ______________
College Coordinator: _______________________________ Semester/Year: __________

*Attach your reason for requesting permission to discontinue Student Teaching/Internship on a separate sheet of paper

I understand that should I later decide that I want to complete requirements for a license to teach through the University of New Orleans, I will have to reapply for admission and be accepted to the Teacher Education Program under the program and enrollment capacity guidelines in effect at that time.

Teacher Candidate’s Signature: ______________________ Date: ________________
Cooperating/Mentor Teacher’s Formative Evaluation of Teacher Candidate:

☐ Outstanding Grade is A
☐ Above Average Grade is B
☐ Average Grade is C
☐ Below Average Grade is D

Last day reported to assigned school (month/day/year): ____________________________
Number of teaching hours earned to date: __________________________

Cooperating/Mentor Teacher’s Signature: ______________________ Date: ______________

For Office Use Only
Received by: ________________________________ Date: ______________
Action Taken:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Outcome:
_____________________________________________________________________
_____________________________________________________________________
________________________________________________________________________
Lesson Plan for Formal Observations

Title: 
Subject: 
Grade Level: 
Common Core State Standards: 
Objectives: 

Materials & Resources (include technology): 

Lesson Procedures: 
Opening 
Body 
Closure 

Assessments: 

Considerations for students who need accommodations/modifications: 

<table>
<thead>
<tr>
<th>Characteristics of particular Student</th>
<th>Ways student’s needs will be addressed for this specific lesson (e.g., materials, instructional process, activity, assessment, socialization, work/study skills)</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td></td>
</tr>
<tr>
<td>#3</td>
<td></td>
</tr>
<tr>
<td>#4</td>
<td></td>
</tr>
</tbody>
</table>

Extensions of the Lesson: 

Reflection (to be completed after the lesson has been taught)
Dispositions (Final Review):
Cooperating/Mentor Teacher's Assessment
& College Coordinator's Assessment

Dispositions are the values, commitments, and professional ethics that influence behaviors towards students, families, colleagues, and communities that affect student learning, motivation and development as well as the educator's own professional growth (National Council for the Accreditation of Teacher Education, NCATE).

TEACHER CANDIDATE: UNO #:

PROGRAM: DATE:

All teacher candidates will be reviewed for dispositional growth and development using the following assessment scale:

Actions and attitudes displayed are:
4 – consistent and sophisticated
3 – appropriate
2 – sometimes inappropriate
1 – inadequate and/or inappropriate

<table>
<thead>
<tr>
<th></th>
<th>Cooperating Teacher's Assessment</th>
<th>College Coordinator's Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equity &amp; Advocacy</strong></td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Effective teachers:</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>✓ Value and respect individual differences;</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>✓ commit to the premise that all students can learn; and</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>✓ engage in advocacy when the welfare of the student is at risk or a need to address social justice issues is identified.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Professionalism &amp; Communication</strong></td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Effective teachers:</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>✓ Practice and model ethical and professional behavior in and out of the classroom;</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>✓ communicate effectively in a variety of situations for a variety of purposes; and</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>✓ demonstrate reliable and punctual attendance in all situations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Constant Improvement</strong></td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Effective teachers:</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>✓ Seek opportunities for expanding knowledge and improving practice;</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>✓ commit to lifelong learning and professional development; and</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>✓ exhibit intrinsic motivation and continually engage in inquiry, reflection, and self-assessment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISPOSITION CATEGORY</td>
<td>Cooperating Teacher’s Assessment</td>
<td>College Coordinator’s Assessment</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td><strong>Collaboration –</strong></td>
<td>□ 4 □ 3 □ 2 □ 1</td>
<td>□ 4 □ 3 □ 2 □ 1</td>
</tr>
<tr>
<td>Effective teachers:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Commit to collaboration with all stakeholders to ensure their own improvement and the success of their students;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ balance personal initiative with recognition of others’ contributions in group work; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ participate actively with colleagues in a respectful manner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Flexibility &amp; Perseverance –</strong></td>
<td>□ 4 □ 3 □ 2 □ 1</td>
<td>□ 4 □ 3 □ 2 □ 1</td>
</tr>
<tr>
<td>Effective teachers:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Work through difficulties and commit to finding solutions;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ effectively develop a problem-solving and experimental orientation through reflection and questioning; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ accept constructive feedback and adjust accordingly.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cooperating Teacher Comments/Feedback:

College Coordinator Comments/Feedback:

Cooperating Teacher Signature __________________________ Date ________________

College Coordinator Signature __________________________ Date ________________

I have received a copy of this review and am aware of its contents.

Teacher Candidate Signature __________________________ Date ________________

COEHD UNIT ASSESSMENT
Teacher Work Sample for Early Childhood PK-3 Program

Purpose of PK-3 Teacher Work Sample
To provide an opportunity for the candidate to demonstrate his/her ability to:

• Understand the purposes of assessment and use effective assessment strategies to plan and deliver appropriate instruction to a diverse group of young children.
• Think reflectively and critically (being a reflective practitioner).
• Set significant, challenging, varied, and appropriate learning goals for all children.
• Build close relationships with children and families.
• Demonstrate sound knowledge of academic disciplines and content knowledge.
• Positively affect the learning and development of young children.

Task: Design, present, and submit an integrated-thematic unit plan which focuses on a content area and integrates skills and dispositions development in at least three content areas. The unit should last two to four weeks and dominate daily instruction. Unit documentation must include all of the components listed below.

Components of Thematic Unit Presentation

I. EVIDENCE SET ONE: CONTEXTUAL FACTORS
The candidate uses information about the learning-teaching context and student individual differences to set learning goals and plan instruction and assessment.

• Describe the school and community context and the implications for teaching and learning.
• Describe the classroom and student demographics and the implication for teaching and learning.
• Describe theme for unit and provide a rationale for study.
• Select three focus students who require adaptation of goals and learning strategies. Describe the three focus students and the instructional implications for each student.

II. EVIDENCE SET TWO: LEARNING GOALS
The candidate sets significant, challenging, varied and appropriate learning goals.

• List the learning goals, not the activities, which will guide the planning, delivery, and assessment of your unit (3-5 goals recommended). Identify overall knowledge, skill, and dispositional goals for the unit. Number or code each learning goal so that you can reference it later.
• Show how the goals are aligned with local, state or national standards.
• Describe the types and levels of your learning (align with Bloom’s Taxonomy).
• Provide justification for your choice of learning goals. Discuss why your learning goals are appropriate in terms of development; pre-requisite knowledge, skills; and other student needs.

COEHD UNIT ASSESSMENT
III. EVIDENCE SET THREE: ASSESSMENT PLAN

The candidate uses multiple assessment modes and approaches aligned with learning goals to assess student learning before, during, and after instruction.

- **Provide an overview of the assessment plan.** Construct a table that lists each learning goal, assessments used to judge student performance relative to learning goals, and adaptations of the assessments for the individual needs of students based on pre-assessment and contextual factors. The primary purpose of this table is to depict the alignment between learning goals and assessments. The table also provides opportunities to show where adaptations are going to be implemented to meet the individual needs of students or contextual factors.

- **Describe the pre- and post- assessments that are aligned with your learning goals.** Clearly explain how you will evaluate or score pre- and post-assessments. Include copies of assessments, prompts and/or student directions and criteria for judging student performance e.g., scoring rubrics, observation checklists, rating scales, item weights, answer key).

- **Discuss your plan for formative assessment that will help you determine student progress during the unit.** Describe the assessments you plan to use to check on student progress and comment on the importance of collecting that particular evidence. Although formative assessment may change as you are teaching the unit, your task here is to predict at what points in your teaching it will be important to assess students’ progress toward learning goals.

### Example of Assessment Planning Table:

<table>
<thead>
<tr>
<th>Learning Goals</th>
<th>Assessments</th>
<th>Format of Assessment</th>
<th>Adaptations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Learning Goal 1:</strong> The student will be able to identify the regions, land forms, characteristics, population, symbols and slogans of the state</td>
<td>Pre-Assessment</td>
<td>Individual map Labeling</td>
<td>Read questions to two students</td>
</tr>
<tr>
<td></td>
<td>Formative Assessment</td>
<td>Oral question and answer, in-class worksheet, map labeling, bingo game</td>
<td>Some students may need to finish worksheets for homework; spend extra time on bingo to be sure all questions were reviewed.</td>
</tr>
<tr>
<td></td>
<td>Post-Assessment</td>
<td>Multiple choice, fill in blanks, listing, map labeling.</td>
<td>Read questions to two students; adapted scoring rubric for IEP students.</td>
</tr>
</tbody>
</table>

COEHD UNIT ASSESSMENT
IV. EVIDENCE SET FOUR: DESIGN FOR INSTRUCTION
The candidate designs instruction for specific learning goals, student characteristics and needs, and learning contexts.

• **Results of Pre-Assessment:** After administering the pre-assessment, analyze student performance relative to the learning goals. Discuss how this analysis will guide your instruction or modification of the learning goals.

• **Unit overview:** Use a web to provide an overview of your entire learning unit. Also indicate the goal or goals (coded from your Learning Goals section) that you are addressing in each activity. Make sure that every goal is addressed by at least one activity and that every activity relates to at least one goal.

• Present a daily schedule log and indicate lessons, activities, and/or centers that are related to the theme.

• **Describe eight unit activities** that reflect a variety of instructional strategies/techniques and explain how the content relates to your instructional goals, how the activity stems from your pre-assessment and on-going assessment information, and how you plan to assess student learning during and/or following the activity. Describe special materials, activities, or learning centers developed specifically to foster learning during thematic instruction.

• **Describe how you utilize technology in your planning and/or how you used technology in your plan for instruction.** If no form of technology is used, provide a rationale.

V. EVIDENCE SET FIVE: HOME/SCHOOL CONNECTION – FAMILY INVOLVEMENT PLAN
The candidate involves student’s families in the unit plan.

• **Community resources:** Describe three community resources you could use to support student learning during your unit (for example, guest speakers, the public library, field trips).

• **Family communication:** Give three examples of how you will communicate with your students’ families before and throughout this unit (for example, a family letter, newsletters, class website, personal notes, etc.) **NOTE: One letter to the family must be included.** (Ex. Create a letter that you could send at the beginning of your unit. This letter should describe your unit and give a rationale for doing it, tell the goals of your unit and list your suggested home and community activities. The letter should be reader-friendly with large font and graphics, attractive and free of errors.)

VI. EVIDENCE SET SIX: ANALYSIS OF STUDENT LEARNING
The candidate uses regular and systematic evaluation of student learning to make instructional decisions and assessment profile student learning and communicates information about student progress and achievement. In this section, you will analyze data to explain progress and achievement toward learning goals demonstrated by your whole class, subgroups of students, and individual focus students. Include student work samples and charts.

**COEHD UNIT ASSESSMENT**
• Analyze your assessment data, including pre/post assessments and formative assessments to determine student’s progress related to the unit learning goals. *Use visual representations and narrative to communicate the performance of the whole class, subgroups, and the three individual focus students.*

*Include the following:*

- **Whole class**: To analyze the progress of your whole class, create a table that shows pre- and post-assessment data on every student on every learning goal. Then, create a graphic summary that shows the extent to which your students made progress (from pre- to post-) toward the learning criterion that you identified for each learning goal (identified in your assessment plan section). Summarize what the graph tells you about your students; learning in this unit (i.e., the number of students who met the criterion).

- **Subgroups**: Select a group characteristic (e.g., gender, performance level, socioeconomic status, language proficiency) to analyze in terms of one learning goal. Provide a rationale for your selection of this characteristic to form subgroups. Create a graphic representation that compares pre- and post-assessment results for the subgroups on the learning goal. Summarize what these data show about student learning.

- **Individuals**: Select three students that demonstrate different levels of performance. Explain why it is important to understand the learning of these particular students. Use pre-, post-assessment data with examples of the students’ work to draw conclusions about the extent to which these students attained the two learning goals.

**VII. EVIDENCE SET SEVEN: REFLECTIVE PRACTICE**

The candidate reflects on his or her instruction and student learning in order to improve own teaching practice.

- **Select the learning goal where your students were the most successful**. Provide two or more possible reasons for this success. Consider your goals, instruction and assessment along with student characteristics and other contextual factors under your control.

- **Select the learning goal where your students were least successful**. Provide two or more possible reasons for this lack of success. Consider your goals, instruction and assessment along with student characteristics and other contextual factors under your control. Discuss what you could do differently or better in the future to improve your students’ performance.

- **Reflection on possibilities for professional development**. Describe at least two professional learning goals that emerged from your insights and experiences with the TWS. Identify two specific steps you will take to improve your performance in the critical area you identified.

**COEHD UNIT ASSESSMENT**
Teacher Work Sample for
Elementary, Secondary and Special
Education Programs

The Renaissance Partnership
For Improving Teacher Quality

Teacher Work Sample:
• Performance Prompt
• Teaching Process Standards
• Scoring Rubrics

June 2002

The June 2002 prompt and scoring rubric was revised by representatives from the eleven Renaissance Partnership Project sites:
California State University at Fresno, Eastern Michigan University, Emporia State University, Idaho State University, Kentucky State University, Longwood College, Middle Tennessee State University, Millersville University, Southeast Missouri State University, University of Northern Iowa, Western Kentucky University.

Notice: The materials in this document were developed by representatives of the Renaissance Partnership Institutions and may not be used or reproduced without citing The Renaissance Partnership for Improving Teacher Quality Project http://fp.uni.edu/itq

The Renaissance Partnership for Improving Teacher Quality is a Title II federally funded project with offices at Western Kentucky University. Director: Roger Pankratz roger.pankratz@wku.edu
Overview of Teacher Work Sample (TWS)

The Vision
Successful teacher candidates support learning by designing a Teacher Work Sample that employs a range of strategies and builds on each student's strengths, needs, and prior experiences. Through this performance assessment, teacher candidates provide credible evidence of their ability to facilitate learning by meeting the following TWS standards:

- The teacher uses information about the learning-teaching context and student individual differences to set learning goals and plan instruction and assessment.
- The teacher sets significant, challenging, varied, and appropriate learning goals.
- The teacher uses multiple assessment modes and approaches aligned with learning goals to assess student learning before, during, and after instruction.
- The teacher designs instruction for specific learning goals, student characteristics and needs, and learning contexts.
- The teacher uses regular and systematic evaluations of student learning to make instructional decisions.
- The teacher uses assessment data to profile student learning and communicate information about student progress and achievement.
- The teacher reflects on his or her instruction and student learning in order to improve teaching practice.

Your Assignment
The TWS contains seven teaching processes identified by research and best practice and fundamental to improving student learning. A TWS Standard, the Task, a Prompt, and a Rubric that defines various levels of performance on the standard follow each Teaching Process. The Standards and Rubrics will be used to evaluate your TWS. The Prompts (or directions) help you document the extent to which you have met each the standard. The underlined words in the Rubric and Prompts are defined in the Glossary.

You are required to teach a comprehensive unit. Before you teach the unit, you will describe contextual factors, identify learning goals based on your state or district content standards, create an assessment plan designed to measure student performance before (pre-assessment), during (formative assessment) and after (post-assessment), and plan for your instruction. After you teach the unit, you will analyze student learning and then reflect upon and evaluate your teaching as related to student learning.

Format
- Ownership. Complete a cover page that includes (a) your name, (b) date submitted, (c) grade level taught, (d) subject taught, (d) your university, (e) course number and title. Write a three-letter university code plus a four-digit student identification code on each page of the entire document.
- Table of Contents. Provide a Table of Contents that lists the sections and attachments in your TWS document with page numbers.
- Charts, graphs and attachments. Charts, graphs and assessment instruments are required as part of the TWS document. You may also want to provide other attachments, such as student work. However, you should be very selective and make sure your attachments provide clear, concise evidence of your performance related to TWS standards and your students' learning progress.
- Narrative length. A suggested page length for your narrative is given at the end of each component section. You have some flexibility of length across components, but the total length of your written narrative (excluding charts, graphs, attachments and references) should not exceed twenty (20) word-processed pages, double-spaced in 12-point font, with 1-inch margins.
- References and Credits (not included in total page length). If you referred to another person's ideas or material in your narrative, you should cite these in a separate section at the end of your narrative under References and Credits. You may use any standard form for references; however, the American Psychological Association (APA) style is a recommended format (explained in the manual entitled "Publication Manual of the American Psychological Association").
- Anonymity. In order to insure the anonymity of students in your class, do not include any student names or identification in any part of your TWS.
### Teaching Processes Assessed by the Renaissance Teacher Work Sample

<table>
<thead>
<tr>
<th>Teaching Processes, TWS Standards, and Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contextual Factors</strong></td>
</tr>
<tr>
<td><em>The teacher uses information about the learning-teaching context and student individual differences to set learning goals and plan instruction and assessment.</em></td>
</tr>
<tr>
<td>$ Knowledge of community, school, and classroom factors</td>
</tr>
<tr>
<td>$ Knowledge of characteristics of students</td>
</tr>
<tr>
<td>$ Knowledge of students’ varied approaches to learning</td>
</tr>
<tr>
<td>$ Knowledge of students’ skills and prior learning</td>
</tr>
<tr>
<td>$ Implications for instructional planning and assessment</td>
</tr>
<tr>
<td><strong>Learning Goals</strong></td>
</tr>
<tr>
<td><em>The teacher sets significant, challenging, varied and appropriate learning goals.</em></td>
</tr>
<tr>
<td>$ Significance, Challenge and Variety</td>
</tr>
<tr>
<td>$ Clarity</td>
</tr>
<tr>
<td>$ Appropriateness for students</td>
</tr>
<tr>
<td>$ Alignment with national, state or local standards</td>
</tr>
<tr>
<td><strong>Assessment Plan</strong></td>
</tr>
<tr>
<td><em>The teacher uses multiple assessment modes and approaches aligned with learning goals to assess student learning before, during and after instruction.</em></td>
</tr>
<tr>
<td>$ Alignment with learning goals and instruction</td>
</tr>
<tr>
<td>$ Clarity of criteria for performance</td>
</tr>
<tr>
<td>$ Multiple modes and approaches</td>
</tr>
<tr>
<td>$ Technical soundness</td>
</tr>
<tr>
<td>$ Adaptations based on the individual needs of students</td>
</tr>
<tr>
<td><strong>Design for Instruction</strong></td>
</tr>
<tr>
<td><em>The teacher designs instruction for specific learning goals, student characteristics and needs, and learning contexts.</em></td>
</tr>
<tr>
<td>$ Alignment with learning goals</td>
</tr>
<tr>
<td>$ Accurate representation of content</td>
</tr>
<tr>
<td>$ Lesson and unit structure</td>
</tr>
<tr>
<td>$ Use of a variety of instruction, activities, assignments and resources</td>
</tr>
<tr>
<td>$ Use of contextual information and data to select appropriate and relevant activities, assignments and resources.</td>
</tr>
<tr>
<td>$ Use of technology</td>
</tr>
<tr>
<td><strong>Instructional Decision-Making</strong></td>
</tr>
<tr>
<td><em>The teacher uses ongoing analysis of student learning to make instructional decisions.</em></td>
</tr>
<tr>
<td>$ Sound professional practice</td>
</tr>
<tr>
<td>$ Adjustments based on analysis of student learning</td>
</tr>
<tr>
<td>$ Congruence between modifications and learning goals</td>
</tr>
<tr>
<td><strong>Analysis of Student Learning</strong></td>
</tr>
<tr>
<td><em>The teacher uses assessment data to profile student learning and communicate information about student progress and achievement.</em></td>
</tr>
<tr>
<td>$ Clarity and accuracy of presentation</td>
</tr>
<tr>
<td>$ Alignment with learning goals</td>
</tr>
<tr>
<td>$ Interpretation of data</td>
</tr>
<tr>
<td>$ Evidence of impact on student learning</td>
</tr>
<tr>
<td><strong>Reflection and Self-Evaluation</strong></td>
</tr>
<tr>
<td><em>The teacher reflects on his or her instruction and student learning in order to improve teaching practice.</em></td>
</tr>
<tr>
<td>$ Interpretation of student learning</td>
</tr>
<tr>
<td>$ Insights on effective instruction and assessment</td>
</tr>
<tr>
<td>$ Alignment among goals, instruction and assessment</td>
</tr>
<tr>
<td>$ Implications for future teaching</td>
</tr>
<tr>
<td>$ Implications for professional development</td>
</tr>
</tbody>
</table>
Contextual Factors

TWS Standard
*The teacher uses information about the learning-teaching context and student individual differences to set learning goals and plan instruction and assessment.*

Task
Discuss relevant factors and how they may affect the teaching-learning process. Include any supports and challenges that affect instruction and student learning.

Prompt
In your discussion, include:

- **Community, district and school factors.** Address geographic location, community and school population, socio-economic profile and race/ethnicity. You might also address such things as stability of community, political climate, community support for education, and other environmental factors.

- **Classroom factors.** Address physical features, availability of technology equipment and resources and the extent of parental involvement. You might also discuss other relevant factors such as classroom rules and routines, grouping patterns, scheduling and classroom arrangement.

- **Student characteristics.** Address student characteristics you must consider as you design instruction and assess learning. Include factors such as age, gender, race/ethnicity, special needs, achievement/developmental levels, culture, language, interests, learning styles/modalities or students' skill levels. In your narrative, make sure you address student's skills and prior learning that may influence the development of your learning goals, instruction and assessment.

- **Instructional implications.** Address how contextual characteristics of the community, classroom and students have implications for instructional planning and assessment. Include specific instructional implications for at least two characteristics and any other factors that will influence how you plan and implement your unit.

*Suggested Page Length: 1-2*
Contextual Factors
Rubric

TWS Standard: The teacher uses information about the learning/teaching context and student individual differences to set learning goals, plan instruction and assess learning.

<table>
<thead>
<tr>
<th>Rating → Indicator ↓</th>
<th>1 Indicator Not Met</th>
<th>2 Indicator Partially Met</th>
<th>3 Indicator Met</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of Community, School and Classroom Factors</td>
<td>Teacher displays minimal, irrelevant, or biased knowledge of the characteristics of the community, school, and classroom.</td>
<td>Teacher displays some knowledge of the characteristics of the community, school, and classroom that may affect learning.</td>
<td>Teacher displays a comprehensive understanding of the characteristics of the community, school, and classroom that may affect learning.</td>
<td></td>
</tr>
<tr>
<td>Knowledge of Characteristics of Students</td>
<td>Teacher displays minimal, stereotypical, or irrelevant knowledge of student differences (e.g., development, interests, culture, abilities/disabilities).</td>
<td>Teacher displays general knowledge of student differences (e.g., development, interests, culture, abilities/disabilities) that may affect learning.</td>
<td>Teacher displays general &amp; specific understanding of student differences (e.g., development, interests, culture, abilities/disabilities) that may affect learning.</td>
<td></td>
</tr>
<tr>
<td>Knowledge of Students' Varied Approaches to Learning</td>
<td>Teacher displays minimal, stereotypical, or irrelevant knowledge about the different ways students learn (e.g., learning styles, learning modalities).</td>
<td>Teacher displays general knowledge about the different ways students learn (e.g., learning styles, learning modalities).</td>
<td>Teacher displays general &amp; specific understanding of the different ways students learn (e.g., learning styles, learning modalities) that may affect learning.</td>
<td></td>
</tr>
<tr>
<td>Knowledge of Students' Skills And Prior Learning</td>
<td>Teacher displays little or irrelevant knowledge of students' skills and prior learning.</td>
<td>Teacher displays general knowledge of students' skills and prior learning that may affect learning.</td>
<td>Teacher displays general &amp; specific understanding of students' skills and prior learning that may affect learning.</td>
<td></td>
</tr>
<tr>
<td>Implications for Instructional Planning and Assessment</td>
<td>Teacher does not provide implications for instruction and assessment based on student individual differences and community, school, and classroom characteristics OR provides inappropriate implications.</td>
<td>Teacher provides general implications for instruction and assessment based on student individual differences and community, school, and classroom characteristics.</td>
<td>Teacher provides specific implications for instruction and assessment based on student individual differences and community, school, and classroom characteristics.</td>
<td></td>
</tr>
</tbody>
</table>
Learning Goals

TWS Standard
The teacher sets significant, challenging, varied and appropriate learning goals.

Task
Provide and justify the learning goals for the unit.

Prompt
- **List the learning goals** (not the activities) that will guide the planning, delivery and assessment of your unit. These goals should define what you expect students to know and be able to do at the end of the unit. The goals should be significant (reflect the big ideas or structure of the discipline) challenging, varied and appropriate. Number or code each learning goal so you can reference it later.
- **Show how the goals are aligned with local, state, or national standards**, (identify the source of the standards).
- **Describe the types and levels of your learning goals.**
- **Discuss why your learning goals are appropriate in terms of development; pre-requisite knowledge, skills; and other student needs.**

Suggested Page Length: 1-2

Learning Goals
Rubric

TWS Standard: *The teacher sets significant, challenging, varied and appropriate learning goals.*

<table>
<thead>
<tr>
<th>Rating →</th>
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<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rating →</strong></td>
<td><strong>Significance, Challenge and Variety</strong></td>
<td>Goals reflect only one type or level of learning.</td>
<td>Goals reflect several types or levels of learning but lack significance or challenge.</td>
<td>Goals reflect several types or levels of learning and are significant and challenging.</td>
</tr>
<tr>
<td><strong>Clarity</strong></td>
<td>Goals are not stated clearly and are activities rather than learning outcomes.</td>
<td>Some of the goals are clearly stated as learning outcomes.</td>
<td>Most of the goals are clearly stated as learning outcomes.</td>
<td></td>
</tr>
<tr>
<td><strong>Appropriateness For Students</strong></td>
<td>Goals are not appropriate for the development; pre-requisite knowledge, skills, experiences; or other student needs.</td>
<td>Some goals are appropriate for the development; prerequisite knowledge, skills, experiences; and other student needs</td>
<td>Most goals are appropriate for the development; pre-requisite knowledge, skills, experiences; and other student needs</td>
<td></td>
</tr>
<tr>
<td><strong>Alignment with National, State or Local Standards</strong></td>
<td>Goals are not aligned with national, state or local standards.</td>
<td>Some goals are aligned with national, state or local standards.</td>
<td>Most of the goals are explicitly aligned with national, state or local standards.</td>
<td></td>
</tr>
</tbody>
</table>
Assessment Plan

TWS Standard
The teacher uses multiple assessment modes and approaches aligned with learning goals to assess student learning before, during and after instruction.

Task
Design an assessment plan to monitor student progress toward learning goal(s). Use multiple assessment modes and approaches aligned with learning goals to assess student learning before, during, and after instruction. These assessments should authentically measure student learning and may include performance-based tasks, paper-and-pencil tasks, or personal communication. Describe why your assessments are appropriate for measuring learning.

Prompt
• Provide an overview of the assessment plan. For each learning goal include: assessments used to judge student performance, format of each assessment, and adaptations of the assessments for the individual needs of students based on pre-assessment and contextual factors. The purpose of this overview is to depict the alignment between learning goals and assessments and to show adaptations to meet the individual needs of students or contextual factors. You may use a visual organizer such as a table, outline or other means to make your plan clear.
• Describe the pre- and post-assessments that are aligned with your learning goals. Clearly explain how you will evaluate or score pre- and post-assessments, including criteria you will use to determine if the students' performance meets the learning goals. Include copies of assessments, prompts, and/or student directions and criteria for judging student performance (e.g., scoring rubrics, observation checklist, rating scales, item weights, test blueprint, answer key).
• Discuss your plan for formative assessment that will help you determine student progress during the unit. Describe the assessments you plan to use to check on student progress and comment on the importance of collecting that particular evidence. Although formative assessment may change as you are teaching the unit, your task here is to predict at what points in your teaching it will be important to assess students' progress toward learning goals.

Example of Assessment Plan Table: Kindergarten

<table>
<thead>
<tr>
<th>Learning Goals</th>
<th>Assessments</th>
<th>Format of Assessment</th>
<th>Adaptations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Goal 1</td>
<td>Pre-Assessment</td>
<td>Checklist: game with animal masks &amp; centers representing habitats (tree, lake, burrow, cave)</td>
<td>Repeat and modify instructions, as needed. Demonstrate and assist with cutting, gluing, etc. Provide model of a mask and model how to move to habitat centers. Keep all activities high-interest and brief.</td>
</tr>
<tr>
<td>Example: The student will link wild animals with their habitats.</td>
<td>Formative Assessment</td>
<td>animal puppets and habitats (e.g., bird and nest) anecdotal records RE Q &amp; A picture journals</td>
<td>Provide concrete models and assistance with fine motor tasks, as needed. Provide multiple explanations and model performances. Process writing (i.e., dictations) when needed. Provide verbal cues and plenty of wait time for Q &amp; A</td>
</tr>
<tr>
<td></td>
<td>Post-Assessment</td>
<td>Checklist: game with animal masks &amp; centers representing habitats</td>
<td></td>
</tr>
</tbody>
</table>

Suggested Page Length: 2 + pre- and post-assessment instruments, scoring rubrics/keys, and assessment plan table
### Assessment Plan Rubric

**TWS Standard:** The teacher uses multiple assessment modes and approaches aligned with learning goals to assess student learning before, during and after instruction.

<table>
<thead>
<tr>
<th>Rating → Indicator ↓</th>
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<th>2 Indicator Partially Met</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Alignment with Learning Coals and Instruction</strong></td>
<td>Content and methods of assessment lack congruence with learning goals or lack cognitive complexity.</td>
<td>Some of the learning goals are assessed through the assessment plan, but many are not congruent with learning goals in content and cognitive complexity.</td>
<td>Each of the learning goals is assessed through the assessment plan; assessments are congruent with the learning goals in content and cognitive complexity.</td>
<td></td>
</tr>
<tr>
<td><strong>Clarity of Criteria and Standards for Performance</strong></td>
<td>The assessments contain no clear criteria for measuring student performance relative to the learning goals.</td>
<td>Assessment criteria have been developed, but they are not clear or are not explicitly linked to the learning goals.</td>
<td>Assessment criteria are clear and are explicitly linked to the learning goals.</td>
<td></td>
</tr>
<tr>
<td><strong>Multiple Modes and Approaches</strong></td>
<td>The assessment plan includes only one assessment mode and does not assess students before, during, and after instruction.</td>
<td>The assessment plan includes multiple modes but all are either pencil/paper based (i.e. they are not performance assessments) and/or do not require the integration of knowledge, skills and reasoning ability.</td>
<td>The assessment plan includes multiple assessment modes (including performance assessments, lab reports, research projects, etc.) and assesses student performance throughout the instructional sequence.</td>
<td></td>
</tr>
<tr>
<td><strong>Technical Soundness</strong></td>
<td>Assessments are not valid; scoring procedures are absent or inaccurate; items or prompts are poorly written; directions and procedures are confusing to students.</td>
<td>Assessments appear to have some validity. Some scoring procedures are explained; some items or prompts are clearly written; some directions and procedures are clear to students.</td>
<td>Assessments appear to be valid; scoring procedures are explained; most items or prompts are clearly written; directions and procedures are clear to students.</td>
<td></td>
</tr>
<tr>
<td><strong>Adaptations Based on the Individual Needs of Students</strong></td>
<td>Teacher does not adapt assessments to meet the individual needs of students or these assessments are inappropriate.</td>
<td>Teacher makes adaptations to assessments that are appropriate to meet the individual needs of some students.</td>
<td>Teacher makes adaptations to assessments that are appropriate to meet the individual needs of most students.</td>
<td></td>
</tr>
</tbody>
</table>
Design for Instruction

TWS Standard
The teacher designs instruction for specific learning goals, student characteristics and needs, and learning contexts.

Task
Describe how you will design your unit instruction related to unit goals, students' characteristics and needs, and the specific learning context.

Prompt
• Results of pre-assessment. After administering the pre-assessment, analyze student performance relative to the learning goals. Depict the results of the pre-assessment in a format that allows you to find patterns of student performance relative to each earning goal. You may use a table, graph, or chart. Describe the pattern you find that will guide your instruction or modification of the learning goals.

• Unit overview. Provide an overview of your unit. Use a visual organizer such as a block plan or outline to make your unit plan clear. Include the topic or activity you are planning for each day/period. Also indicate the goal or goals (coded from your Learning Goals section) that you are addressing in each activity. Make sure that every goal is addressed by at least one activity and that every activity relates to at least one goal.

• Activities. Describe at least three unit activities that reflect a variety of instructional strategies/techniques and explain why you are planning those specific activities. In your explanation for each activity, include:
  how the content relates to your instructional goal(s),
  how the activity stems from your pre-assessment information and contextual factors,
  what materials/technology you will need to implement the activity, and
  how you plan to assess student learning during and/or following the activity (i.e., formative assessment).

• Technology. Describe how you will use technology in your planning and/or instruction. If you do not plan to use any form of technology, provide your clear rationale for its omission.

Suggested Page Length: 3 + visual organizer
## Design for Instruction Rubric

**TWS Standard:** *The teacher designs instruction for specific learning goals, student characteristics and needs, and learning contexts.*

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</thead>
<tbody>
<tr>
<td><strong>Alignment with Learning Goals</strong></td>
<td>Few lessons are explicitly linked to learning goals. Few learning activities, assignments and resources are aligned with learning goals. Not all learning goals are covered in the design.</td>
<td>Most lessons are explicitly linked to learning goals. Most learning activities, assignments and resources are aligned with learning goals. Most learning goals are covered in the design.</td>
<td>All lessons are explicitly linked to learning goals. All learning activities, assignments and resources are aligned with learning goals. All learning goals are covered in the design.</td>
<td></td>
</tr>
<tr>
<td><strong>Accurate Representation of Content</strong></td>
<td>Teacher's use of content appears to contain numerous inaccuracies. Content seems to be viewed more as isolated skills and facts rather than as part of a larger conceptual structure.</td>
<td>Teacher's use of content appears to be mostly accurate. Shows some awareness of the big ideas or structure of the discipline.</td>
<td>Teacher's use of content appears to be accurate. Focus of the content is congruent with the big ideas or structure of the discipline.</td>
<td></td>
</tr>
<tr>
<td><strong>Lesson and Unit Structure</strong></td>
<td>The lessons within the unit are not logically organized (e.g., sequenced).</td>
<td>The lessons within the unit have some logical organization and appear to be somewhat useful in moving students toward achieving the learning goals.</td>
<td>All lessons within the unit are logically organized and appear to be useful in moving students toward achieving the learning goals.</td>
<td></td>
</tr>
<tr>
<td><strong>Use of a Variety of Instruction, Activities, Assignments and Resources</strong></td>
<td>Little variety of instruction, activities, assignments, and resources. Heavy reliance on textbook or single resource (e.g., work sheets).</td>
<td>Some variety in instruction, activities, assignments, or resources but with limited contribution to learning.</td>
<td>Significant variety across instruction, activities, assignments, and/or resources. This variety makes a clear contribution to learning.</td>
<td></td>
</tr>
<tr>
<td><strong>Use of Contextual Information and Data to Select Appropriate and Relevant Activities, Assignments and Resources</strong></td>
<td>Instruction has not been designed with reference to contextual factors and pre-assessment data. Activities and assignments do not appear productive and appropriate for each student.</td>
<td>Some instruction has been designed with reference to contextual factors and pre-assessment data. Some activities and assignments appear productive and appropriate for each student.</td>
<td>Most instruction has been designed with reference to contextual factors and pre-assessment data. Most activities and assignments appear productive and appropriate for each student.</td>
<td></td>
</tr>
<tr>
<td><strong>Use of Technology</strong></td>
<td>Technology is inappropriately used OR teacher does not use technology, and no (or inappropriate) rationale is provided.</td>
<td>Teacher uses technology but it does not make a significant contribution to teaching and learning OR teacher provides limited rationale for not using technology.</td>
<td>Teacher integrates appropriate technology that makes a significant contribution to teaching and learning OR provides a strong rationale for not using technology.</td>
<td></td>
</tr>
</tbody>
</table>
Instructional Decision-Making

TWS Standard
The teacher uses on-going analysis of student learning to make instructional decisions.

Task
Provide two examples of instructional decision-making based on students' learning or responses.

Prompt
• Think of a time during your unit when a student's learning or response caused you to modify your original design for instruction. (The resulting modification may affect other students as well.) Cite specific evidence to support your answers to the following:
  Describe the student's learning or response that caused you to rethink your plans. The student's learning or response may come from a planned formative assessment or another source (not the pre-assessment).
  Describe what you did next and explain why you thought this would improve student progress toward the learning goal.

• Now, think of one more time during your unit when another student's learning or response caused you to modify a different portion of your original design for instruction. (The resulting modification may affect other students as well.) Cite specific evidence to support your answers to the following:
  Describe the student's learning or response that caused you to rethink your plans. The student's learning or response may come from a planned formative assessment or another source (not the pre-assessment).
  Describe what you did next and explain why you thought this would improve student progress toward the learning goal.

Suggested Page Length: 3-4
### Instructional Decision-Making Rubric

**TWS Standard:** *The teacher uses on-going analysis of student learning to make instructional decisions.*

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Sound Professional Practice</strong></td>
<td>Many instructional decisions are inappropriate and not pedagogically sound.</td>
<td>Instructional decisions are mostly appropriate, but some decisions are not pedagogically sound.</td>
<td>Most instructional decisions are pedagogically sound (i.e., they are likely to lead to student learning).</td>
<td></td>
</tr>
<tr>
<td><strong>Modifications Based on Analysis of Student Learning</strong></td>
<td>Teacher treats class as &quot;one plan fits all&quot; with no modifications.</td>
<td>Some modifications of the instructional plan are made to address individual student needs, but these are not based on the analysis of student learning, best practice, or contextual factors.</td>
<td>Appropriate modifications of the instructional plan are made to address individual student needs. These modifications are informed by the analysis of student learning/performance, best practice, or contextual factors. Include explanation of why the modifications would improve student progress.</td>
<td></td>
</tr>
<tr>
<td><strong>Congruence Between Modifications and Learning Goals</strong></td>
<td>Modifications in instruction lack congruence with learning goals.</td>
<td>Modifications in instruction are somewhat congruent with learning goals.</td>
<td>Modifications in instruction are congruent with learning goals.</td>
<td></td>
</tr>
</tbody>
</table>
Analysis of Student Learning

TWS Standard

*The teacher uses assessment data to profile student learning and communicate Information about student progress and achievement.*

Task

Analyze your assessment data, including pre/post assessments and formative assessments to determine students' progress related to the unit learning goals. Use visual representations and narrative to communicate the performance of the whole class, subgroups, and two individual students. Conclusions drawn from this analysis should be provided in the "Reflection and Self-Evaluation" section.

Prompt

In this section, you will analyze data to explain progress and achievement toward learning goals demonstrated by your whole class, subgroups of students, and individual students.

• **Whole class.** To analyze the progress of your whole class, create a table that shows pre- and post-assessment data on every student on every learning goal. Then, create a graphic summary that shows the extent to which your students made progress (from pre- to post-) toward the learning criterion that you identified for each learning goal (identified in your Assessment Plan section). Summarize what the graph tells you about your students' learning in this unit (i.e., the number of students met the criterion).

• **Subgroups.** Select a group characteristic (e.g., gender, performance level, socio-economic status, language proficiency) to analyze in terms of one learning goal. Provide a rationale for your selection of this characteristic to form subgroups (e.g., girls vs. boys; high- vs. middle- vs. low-performers). Create a graphic representation that compares pre- and post-assessment results for the subgroups on this learning goal. Summarize what these data show about student learning.

• **Individuals.** Select two students that demonstrated different levels of performance. Explain why it is important to understand the learning of these particular students. Use pre-, formative, and post-assessment data with examples of the students' work to draw conclusions about the extent to which these students attained the two learning goals. Graphic representations are not necessary for this subsection.

*Note: You will provide possible reasons for why your students learned (or did not learn) in the next section, "Reflection and Self-Evaluation."

Suggested Page Length: 4 + charts and student work examples
### Analysis of Student Learning Rubric

**TWS Standard:** *The teacher uses assessment data to profile student learning and communicate information about student progress and achievement.*

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</tr>
</thead>
<tbody>
<tr>
<td>Clarity and Accuracy of Presentation</td>
<td>Presentation is not clear and accurate; it does not accurately reflect the data.</td>
<td>Presentation is understandable and contains few errors.</td>
<td>Presentation is easy to understand and contains no errors of representation.</td>
<td></td>
</tr>
<tr>
<td>Alignment with Learning Goals</td>
<td>Analysis of student learning is not aligned with learning goals.</td>
<td>Analysis of student learning is partially aligned with learning goals and/or fails to provide a comprehensive profile of student learning relative to the goals for the whole class, subgroups, and two individuals.</td>
<td>Analysis is fully aligned with learning goals and provides a comprehensive profile of student learning for the whole class, subgroups, and two individuals.</td>
<td></td>
</tr>
<tr>
<td>Interpretation of Data</td>
<td>Interpretation is inaccurate, and conclusions are missing or unsupported by data.</td>
<td>Interpretation is technically accurate, but conclusions are missing or not fully supported by data.</td>
<td>Interpretation is meaningful, and appropriate conclusions are drawn from the data.</td>
<td></td>
</tr>
<tr>
<td>Evidence of Impact on Student Learning</td>
<td>Analysis of student learning fails to include evidence of impact on student learning in terms of numbers of students who achieved and made progress toward learning goals.</td>
<td>Analysis of student learning includes incomplete evidence of the impact on student learning in terms of numbers of students who achieved and made progress toward learning goals.</td>
<td>Analysis of student learning includes evidence of the impact on student learning in terms of number of students who achieved and made progress toward each learning goal.</td>
<td></td>
</tr>
</tbody>
</table>
Reflection and Self-Evaluation

TWS Standard
*The teacher analyzes the relationship between his or her instruction and student learning in order to improve teaching practice.*

Task
Reflect on your performance as a teacher and link your performance to student learning results. Evaluate your performance and identify future actions for improved practice and professional growth.

Prompt
• Select the learning goal where your students were most successful. Provide two or more possible reasons for this success. Consider your goals, instruction, and assessment along with student characteristics and other contextual factors under your control.

• Select the learning goal where your students were least successful. Provide two or more possible reasons for this lack of success. Consider your goals, instruction, and assessment along with student characteristics and other contextual factors under your control. Discuss what you could do differently or better in the future to improve your students' performance.

• **Reflection on possibilities for professional development.** Describe at least two professional learning goals that emerged from your insights and experiences with the TWS. Identify two specific steps you will take to improve your performance in the critical area(s) you identified.

**Suggested Page Length:** 2
Reflection and Self-Evaluation Rubric

TWS Standard: The teacher analyzes the relationship between his or her instruction and student learning in order to improve teaching practice.

<table>
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<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpretation of Student Learning</td>
<td>No evidence or reasons provided to support conclusions drawn in &quot;Analysis of Student Learning&quot; section.</td>
<td>Provides evidence but no (or simplistic, superficial) reasons or hypotheses to support conclusions drawn in &quot;Analysis of Student Learning&quot; section.</td>
<td>Uses evidence to support conclusions drawn in &quot;Analysis of Student Learning&quot; section. Explores multiple hypotheses for why some students did not meet learning goals.</td>
<td></td>
</tr>
<tr>
<td>Insights on Effective Instruction and Assessment</td>
<td>Provides no rationale for why some activities or assessments were more successful than others.</td>
<td>Identifies successful and unsuccessful activities or assessments and superficially explores reasons for their success or lack thereof (no use of theory or research).</td>
<td>Identifies successful and unsuccessful activities and assessments and provides plausible reasons (based on theory or research) for their success or lack thereof.</td>
<td></td>
</tr>
<tr>
<td>Alignment Among Goals, Instruction and Assessment</td>
<td>Does not connect learning goals, instruction, and assessment results in the discussion of student learning and effective instruction and/or the connections are irrelevant or inaccurate.</td>
<td>Connects learning goals, instruction, and assessment results in the discussion of student learning and effective instruction, but misunderstandings or conceptual gaps are present.</td>
<td>Logically connects learning goals, instruction, and assessment results in the discussion of student learning and effective instruction.</td>
<td></td>
</tr>
<tr>
<td>Implications for Future Teaching</td>
<td>Provides no ideas or inappropriate ideas for redesigning learning goals, instruction, and assessment.</td>
<td>Provides ideas for redesigning learning goals, instruction, and assessment but offers no rationale for why these changes would improve student learning.</td>
<td>Provides ideas for redesigning learning goals, instruction, and assessment and explains why these modifications would improve student learning.</td>
<td></td>
</tr>
<tr>
<td>Implications for Professional Development</td>
<td>Provides no professional learning goals or goals that are not related to the insights and experiences described in this section.</td>
<td>Presents professional learning goals that are not strongly related to the insights and experiences described in this section and/or provides a vague plan for meeting the goals.</td>
<td>Presents a small number of professional learning goals that clearly emerge from the insights and experiences described in this section. Describes specific steps to meet these goals.</td>
<td></td>
</tr>
</tbody>
</table>
This form is to be completed by the **College Coordinator** for each candidate. It should be paper clipped to the outside of the candidate’s capstone review folder.

**Date:** __/__/____

**Candidate:** ___________________________  **Privateer Number:** ____________

**Candidate’s Telephone Number:** (______) ______-______

**Program:** __ Undergraduate  __ Non-Master’s Alt Cert  ____ MAT  

**Certification Area:**  ____ Early Childhood  ____ Elementary  ____ Integrated-Merged  
____ Music  ____ Middle Grades  (Circle: English  Math  Science  Social Studies)  
____ Secondary  (Circle: English  Math  Biology  Chemistry  Earth Science  Social Studies)  
____ Special Education  (Circle: Mild-Moderate  Early Intervention  Significant Disabilities)

---

**I. School:** ___________________________  **Grade/Subject:** ________________

**Cooperating Teacher / Mentor:** ___________________________

**College Coordinator:** ___________________________

**Final Grade for Student Teaching / Internship:** ____

---

**II. Please ask the Candidate each question and record his/her response.**

Have you passed PRAXIS Subject Area (Content) Test(s)?  ____ Yes  ____ No

Have you passed PRAXIS PLT?  ____ Yes  ____ No

Have you uploaded the Teacher Work Sample in Live Text?  ____ Yes  ____ No

Have you passed the Mild Moderate Add-On Assessment?  ____ N/A  ____ Yes  ____ No

Have you uploaded your field experience hours in Live Text?  ____ Yes  ____ No

---

**III. College Coordinator’s Responsibilities (To be answered by the College Coordinator):**

Have you scored the End of Semester Evaluation Form electronically?  ____ Yes  ____ No

Have you scored the Teacher Work Sample electronically:  ____ Yes  ____ No

Have you entered the Dispositions Reviews electronically:  ____ Yes  ____ No

If the Candidate earned a grade of “C” or higher and answered “YES” to all questions in Part II, is a check for $50.00 made payable to the **Louisiana Department of Education** attached to this form?

_____ Yes  (Check Number: ______)  ____ No

________________________________________  _________________________

College Coordinator's Signature  Date