Cooperating Teacher Evaluation Checklist
Practicum Students

The Cooperating Teacher-Librarian should provide the following evaluations:

- **When on-site:** Provide informal assessment through observations, exchange of teaching ideas and suggestions, advice and approval of Practicum Special Project

- **Site visit:** Meet with University Supervisor and student teacher during one scheduled site visit. It is the practicum student’s responsibility to schedule the visit with the University Supervisor after the mid-term of the placement. The visit should be scheduled when the practicum student is interacting directly with K-12 students, if possible.

- **End of the scheduled hours:**
  Complete a CoTE “Early Field Experience Evaluation.” This form will be completed online through the Cooperating Personnel Portal on the CoTE web site. Follow the instructions on the web site for obtaining a login, which will be used for all evaluations.

  The evaluation form uses the 4 Danielson domains of: Planning and Preparation, The Environment, Delivery of Service, and Professional Responsibilities. Use the drop down for each element in a domain to indicate
  - Needs Significant Improvement
  - Emerging
  - Competent
  - Exceeds Expectations

  The majority of practicum students will be at the “Emerging” level. Then use the drop down at the bottom of the form to indicate: Do not continue in placement, Continue only with remediation, Continue with reservation, Continue without reservation. The form can be saved and returned to until the signature box is checked.