Cooperating Teacher Evaluation Checklist
Student Teachers

Evaluation should be continuous and ongoing throughout the student teaching experience. The Cooperating Teacher-Librarian should provide the following evaluations:

- **Daily**: Provide continuous informal assessment through observations, daily exchange of teaching ideas and suggestions, written comments on lesson plans and brief conferences.

- **Weekly**: E-mail a brief weekly summary of the students’ progress to the University Supervisor.
  - ______ Week 1
  - ______ Week 2
  - ______ Week 3
  - ______ Week 4 * CoTE Midterm
  - ______ Week 5
  - ______ Week 6
  - ______ Week 7
  - ______ Week 8 * CoTE Final Evaluation

- **Site visits**: Meet with University Supervisor and student teacher during the two scheduled site visits. It is the student teacher’s responsibility to schedule these visits with the University Supervisor at a time when the student teacher is participating in direct instruction.
  - 1st scheduled visit: _____________________________
  - 2nd scheduled visit: _____________________________

- **No later than Week 2**: If the candidate is completing their edTPA portfolio during this placement, an additional on-site conference will be scheduled. This visit will not be an observation, but a conference to discuss plans for the edTPA learning segment. It should be planned no later than the second week of the placement, and should be scheduled during a 1 - 1.5 hour time block.

- **End of Fourth Week**: Complete a CoTE “Student Teaching Mid-term 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 Comments box to summarize the candidate’s development in each domain, referring to the Rubric links.

  The majority of candidates will be at the “Emerging” level. 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.
• **End of Eighth Week:** The following two forms will be completed online through the Cooperating Personnel Portal on the CoTE Web site.
  o Complete a CoTE “Student Teaching Final Evaluation” (same as mid-term described above).
  o Complete the "Supervisor Survey," which will provide feedback on the University Supervisor’s job performance.