

December 9, 2004

TO: Collaborating Teachers for Student Teachers

FROM: Dr. Vicki McLain, Director
Center for Field Experiences & Partnerships (CFEP)

SUBJECT: Monitoring of Student Progress

Thank you for agreeing to work with a Kennesaw State University student teacher for Spring 2005. The role of the collaborating teacher in the development of future teachers is extremely important. Research indicates the two most valued individuals in a student's development are the collaborating teacher and university supervisor.

Each Kennesaw State University student who reaches this stage has completed a rigorous preparation period in terms of knowledge of content, the learner, pedagogy, and professionalism. Student teaching is a capstone experience in which each student brings together his/her professional knowledge, skills, and understanding and emerges as an effective classroom teacher who facilitates learning in all students.

Your student teacher has been assigned a university supervisor to serve as a liaison between Kennesaw State University and you. Your student teacher's supervisor will make periodic visits to formally observe the student's progress and to talk with you about your observations and critiques of his/her performance. In addition, the supervisor will conduct two formal evaluation conferences - one at midterm and the other at the end of the semester. The university supervisor will also be contacting your school to set up a formal orientation. At this meeting, the supervisor will address the specifics of the student teaching requirements and answer questions.

Enclosed are two documents you will need when working with your student teacher.

- Student Teaching Calendar including dates for submission of materials
- Observation Summary Form - This form should be used regularly as you complete your clinical observations of the student teacher. You must complete two of these forms prior to midterm and two prior to the end of student teaching. Please give these four forms to the university supervisor by **April 29, 2005**. You may complete this form online at CFEP's Web site, www.kennesaw.edu/education/CFEP, if you prefer but you must print it to turn into the University Supervisor. It cannot be submitted electronically.

Additional documents that you will need to read and/or complete during the semester are available on CFEP's Web site at www.kennesaw.edu/education/CFEP, *Student Teaching Forms* tab.

- *Field Experiences Handbook* – This handbook contains the current information on the student teaching experience and is used during orientation and throughout the student teaching experience. The latest edition of the Handbook (06-04) is available on the CFEP's Web site under the *Field Experiences* tab.
- “Candidate Performance-Exit Form” – This form (rubric) should be used at the midterm and end of the student teaching experience to document progress of the student teacher. Both the midterm and final submission may be completed on the same hard copy. Please date your evaluations (02/25 for midterm and 04/29 for final). The Observation Summary Forms and the Candidate Performance Instrument - Exit work in tandem to provide evidence that the proficiencies have been successfully demonstrated by the student teacher. The purpose of these forms is to ensure that our assessment instruments are aligned with our Conceptual Framework.

All other student teaching forms are available on CFEP's Web site at www.kennesaw.edu/education/CFEP/ select *Student Teaching*.

At KSU, we believe collaboration among many partners is necessary to support teacher development. Your willingness to assist us in the preparation of a pre-service teacher signifies your dedication to this collaboration. Once again, please accept our thanks for serving as a collaborating teacher. If you have any questions or we can assist you in any way, please do not hesitate to contact this office at (770) 423-6734.

Enclosures