

December 31, 2004

MEMORANDUM

TO: Supervisors of Student Teachers, Spring 2005

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

SUBJECT: Monitoring of Student Progress

We have made great strides in designing and implementing our new electronic Data Management System for the Professional Teacher Education Unit at Kennesaw State University. As a result, all assessment forms, except one, will be completed online. This letter contains specific directions for accessing and completing the forms. In addition, if you prefer to work with a hardcopy prior to completing the forms online, all forms are available on the Center for Field Experiences and Partnership's (CFEP) Web site at: www.kennesaw.edu/education/CFEP select *Student Teaching*. Directions for completing all forms online are at the end of this memo. Please read the entire memo carefully prior to beginning the semester.

This packet contains several documents that we will continue to send in hardcopy including:

- "Spring 2005 Calendar" This form provides the dates when information is due in the Center for Field Experiences and Partnerships.
- "Orientation Documentation Form" - This form verifies that an orientation was held at the school with the student teacher and collaborating teacher. It specifies materials to be covered at that meeting. It should be returned with the "Collaborating Teacher Demographic form."
Due Date: Friday, January 28, 2005.
- "Teacher Demographics" Form – Please have each Collaborating Teacher complete the form and return it to you. Then send this form along with the "Orientation Documentation Form" to the Center for Field Experiences and Partnerships.
Due Date: Friday, January 28, 2005.
- Mileage and Expense Form – This form is used to record your mileage and expenses incurred during supervision and is due to the program area chairperson or program coordinator at the end of the semester.
- The cover letter and form used for "Early Release" of student teachers – This form is used to release student teachers at the end of the semester. Student Teachers in fall semester may begin subbing on **Wednesday, April 20, 2005.**

Forms for Student Teacher Information/Observations/Assessment:

- *The Field Experiences Handbook (Electronic)* – 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 Center's Web site at www.kennesaw.edu/education/CFEP, select *Field Experiences*.

- Observation Summary Form (NCR form) (**Hardcopy**) - 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.
Due Date: Friday, May 6, 2005.
- “Candidate Performance Instrument-Exit Form (CPI)” (**Electronic**) – This form (rubric) should be used at the midterm and end of the student teaching experience to document progress of the student teacher. Please ask each collaborating teacher and student teacher to complete the form at midterm and at the end of the semester as well. The collaborating teacher will complete the midterm and final CPI using a hard copy. You and the student teacher will complete both the midterm and final CPI electronically. The Observation Summary Forms and the Candidate Performance Instrument – Exit work in tandem to provide evidence that 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.
Due Date: Monday, May 16, 2005 (11:59 p.m.)
- Portfolio Narrative Rubric (**Electronic**) – This form is used to assess the candidate’s portfolio narrative written at the end of student teaching. Review the student teacher’s portfolio narrative and select the rating for each of the three elements on the rubric that, in your professional judgment, indicates the level of proficiency for the student teacher.
Due Date: Monday, May 16, 2005 (11:59 p.m.)
- Impact on Student Learning Analysis Form (**Electronic**) - Review the student teacher’s reflections dealing with the impact on student learning. Select the rating for each of the seven elements on the rubric that, in your professional judgment, indicates the level of proficiency based on the student teacher’s reflections. Please remember to consider the quality of the lesson as well as the student teacher’s reflections when assigning the rating.
Due Date: Monday, May 16, 2005 (11:59 p.m.)

“Student Teacher Summary Rating Form” (**Electronic, but print a hardcopy also**) – This form should reflect a **summary** of the student teacher’s progress during student teaching and a final student teaching grade. Please complete the form based on your observations, meetings with the student teacher, and feedback from the collaborating teacher as well as your assessment of the Portfolio Narrative and the Impact on Student Learning Analysis. (Only the university supervisor completes this summary form.) You will submit this form electronically and turn in a hardcopy to CFEP. Please attach to this form your required four Observation Summary Forms and the four Observation Summary Forms from the collaborating teacher. **Due Date: Monday, May 16, 2005 (11:59 p.m.)**.

**Three Forms for “remediation plan” to be used during student teaching (if needed)
(Hardcopy)**

- “Student Teacher Reason(s) for Concern Form” – This form should be completed and turned in to the Center for Field Experiences and Partnerships when there is a concern about the progress and performance of a student teacher. Please read the information on the Concern Form as there are additional forms that need to be attached for documentation.
- “Kennesaw State University Student Teacher Remediation Report” - This form should be completed and turned in to the Center for Field Experiences and Partnerships when a student teacher has deficiencies or there are concerns, which jeopardize successful completion of the student teaching experience. (See above Reasons for Concern form.)
- “Student Teacher Remediation Follow-up Report” - This form provides documentation of the student teacher’s progress in completing a remediation plan. It should be completed and turned in to the Center for Field Experiences and Partnerships at the end of the remediation period.

These materials provide the Professional Teacher Education Unit with substantial documentation that we are closely monitoring candidate progress during their student teaching experience. They have been designed with ease of completion in mind and have been reviewed by the Field Experiences Standing Committee and PTEU faculty members on campus. **Directions for accessing and completing the forms online follow:**

- Go to CFEP's Web site at www.kennesaw.edu/education/CFEP
- Under *Login for Existing Account* enter your "user name" and "password." Select *Forms*.
- Please note: The "user name" and "password" are from your Novell account that you use for entering grades electronically. As a reminder, your user name is the first initial of your first name and then your last name not exceeding 8 characters (example: My user name is vmclain). If you have forgotten your password, then e-mail service at service@kennesaw.edu or call 770-423-6999 and they will help you get a new password.
 - Select the appropriate form for completion under the *Candidate Performance* tab.
 - CPI – Midterm, or
 - CPI – Final, or
 - Undergraduate Portfolio Narrative Rubric, or
 - Undergraduate Impact on Student Learning Analysis, or
 - Student Teacher Summary Rating Form
 - Enter the candidate's student ID where you see ID. (Ask your student teachers for their ID number)
 - Complete the selected form electronically. Select *Print Results* if you want a hardcopy. Select *Submit* when you are ready to electronically submit the form.

Thank you for all you do as you work with our student teachers. You are an important person in the lives of these candidates as they continue to develop in their pre-service experiences. As a final reminder, all portfolios are turned in to the program area unless they notify you of a different policy. Please call the Center for Field Experiences and Partnerships at 770-423-6734 or e-mail me at vmclain@kennesaw.edu with questions or concerns as you work through this new process.

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