

Thank you for agreeing to mentor a UNK teacher candidate this semester! Our Teacher Education Program would not be successful without the assistance of our practicing teachers. The following information is to help you navigate the requirements this semester.

UNK's Teacher Education Program is based on the work of Charlotte Danielson. Her framework is the basis for the lesson/unit plan and mid-term/final evaluations. All forms are accessible electronically and can be completed electronically as well. Download a copy of each form from the website; go to File and Save As and rename it with the teacher candidate's name. The website is [www.unk.edu/certification](http://www.unk.edu/certification). Click on *Cooperating Teachers/Supervisors* at the bottom of the right column.

1. UNK Student Teaching Handbook: This is accessible online.
2. Lesson/Unit Plan: The teacher candidate is required to do a 5-day (minimum) unit plan while teaching in your classroom. Together, you should decide on what would be an appropriate unit to teach. You will be asked to formally evaluate one day's lesson plan from the unit. You should observe the teacher candidate teaching the lesson plan you choose to evaluate. You will also be asked to evaluate the entire unit plan. In order for you to evaluate the lesson plan and unit plan, the teacher candidate should provide you with a hard copy or an email copy depending on your preference.
  - A minimum score must be met to be considered proficient. On the Lesson Plan Evaluation, the score is 90. On the Unit Plan Evaluation, the score is 13.
  - To evaluate the daily lesson, use the Lesson Plan Rubric and Evaluation Form. To evaluate the unit plan, use the Unit Plan Rubric and Evaluation Form. These can all be accessed online.
  - Upon completion of the evaluation, please send a copy of each evaluation form in an email to the UNK supervisor; use the candidate's name as the subject. The supervisor's email is \_\_\_\_\_.
3. Mid-Term Evaluation: You and your teacher candidate will each complete a mid-term evaluation at the halfway point of the placement. This exercise is designed for you to rate the candidate's performance as a teacher candidate at this point in the placement; indicating areas of strength and weakness will allow the candidate to focus on improving by the end of the placement. Please use the rubric which explains each item on the evaluation. The results will be compared to the final evaluation which should demonstrate growth. You and your teacher candidate will discuss the results and share them with the UNK supervisor at the next visit. Be sure to type your name and check the box for electronic signature at the end.
  - To access the mid-term evaluation and rubric, go to the website.
  - After the conference, please send a copy of the mid-term evaluation in an email to the UNK supervisor; use the candidate's name as the subject.
4. Final Evaluation: At the end of the teacher candidate's placement, a final evaluation will be completed by you and also the UNK supervisor. Some teachers and supervisors complete the evaluation together; others choose to do one separately. It is important to refer to the rubric when completing the final evaluation. A final conference will be held with the teacher candidate, UNK supervisor, and yourself to share the results. The first four sections of the final need to meet the minimum score of 174; the second part, Dispositions, need to meet the 25-point minimum score. Be sure to type your name and the teacher candidate's name and check the boxes for electronic signatures.
  - To access the final evaluation and rubric, go to the website.
  - After the final conference, please send a copy of the final evaluation in an email to the UNK supervisor; use the candidate's name as the subject.