

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. Additionally, in Nebraska, teacher preparation is guided by the InTASC Standards. Many of the concepts and ideas closely mirror those of each district and the state. For clinical practice we will be using the Nebraska Clinical Practice Evaluation Rubric. All forms are accessible at www.unk.edu/certification. Click on *Cooperating Teachers/Supervisors* at the bottom of the right column. They can be saved and completed on your computer. Save a copy of each form from the website, complete it on your computer and email a copy to the university supervisor.

1. UNK Student Teaching Handbook is accessible online. Please read through the Responsibilities section.
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. Midterm Summative Assessment: You and your teacher candidate will each complete a midterm summative assessment at the halfway point of the placement. It is important to refer to the rubric when completing the Educator Disposition Assessment section. 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. At midterm, the goal would be for student teachers to be performing at Developing or Proficient. If performance is scored "Below Standard," please be in communication with the Director of Field Experiences. A remediation plan may be started. The results will be compared to the final assessment 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 midterm summative assessment, go to the website.
 - The Evidence Charts on the website provide observable behaviors for each standard and will be helpful in your assessment.
 - After the conference, please send a copy of the midterm in an email to the UNK supervisor; use the candidate's name as the subject.

4. **Final Summative Assessment:** At the end of the teacher candidate's placement, a final summative assessment will be completed by you and also the UNK supervisor. Some teachers and supervisors complete the assessment together; others choose to do one separately. It is important to refer to the rubric when completing the Educator Disposition Assessment section. A final conference will be held with the teacher candidate, UNK supervisor, and yourself to share the results. At the end of the clinical experience, the goal would be for student teachers to be performing at Developing or Proficient. A teacher candidate cannot pass student teaching if they are scored "Below Standard" on any item. The final Dispositions need to meet the minimum score of 25-points. Be sure to type your name and the teacher candidate's name and check the boxes for electronic signatures.
- To access the final summative assessment, go to the website.
 - After the final conference, please send a copy of the final assessment in an email to the UNK supervisor; use the candidate's name as the subject.