

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Student Teaching Evaluation Instrument Development

Fall 2004 Guidelines for Piloting the Student Teaching Evaluation Instrument

1. Participants in the pilot study will include the university supervisors, student teachers and cooperating teachers.
 - Each institution will set up a team of 4 to 6 supervisors, cooperating teachers and student teachers to pilot the instrument. The supervisors may include the committee member participating in the committee which developed the student teaching evaluation instrument and 5 to 6 additional selected supervisors from that same institution.
2. **Responsibilities and stipends for individuals participating in the pilot study:**
 - a. **The university coordinator.** The university coordinator will oversee and facilitate all activities related to the pilot study including:
 - i. Host formal session to orient student teachers to the rubric and to the purpose and guidelines of the pilot study.
 - ii. Facilitate questions and answers between the CSDE and the supervisors.
 - iii. Collate all surveys and student teaching evaluation data packets from supervisors and cooperating teachers and submit them to the CSDE in December 2004.
 - iv. If new to the pilot, participate in the full day training for supervisors and cooperating teachers. If previously trained, attend update session in August, 2004.
 - v. Participate in the December 2004 meeting to debrief on the instrument and the training.
 - b. **The additional selected supervisors.** The selected university supervisors will complete the following activities as part of the pilot study:
 - i. Distribute forms to own student teachers and cooperating teachers.
 - ii. Orient assigned student teachers and cooperating teachers to the purpose and guidelines of the pilot study.
 - iii. Pilot the student teaching rubric and procedures.
 - iv. Submit documentation package to university coordinator, including:
 1. Mid-term evaluation packet- scripts (if applicable), data collection form, lesson plan forms and notes from pre-conferences, post-conference forms, and rating sheet.
 2. Final evaluation packet- scripts (if applicable), data collection form, lesson plan forms and notes from pre-conferences, post-conference forms, and rating sheet, and
 3. Feedback Survey.
 - v. If new to the pilot, participate in the full day training for supervisors and cooperating teachers. If previously trained, attend update session in August, 2004.
 - vi. Participate in the December 2004 meeting to debrief on the instrument and the training.
 - vii. Stipend for participating supervisor \$200.
 - c. **The participating cooperating teachers.** The selected university supervisors will complete the following activities as part of the pilot study:
 - i. Use the student teaching evaluation rubric and forms for purposes of developmental support of the student teacher as well as the mid-term and final evaluation of the student teaching performance.
 - ii. Report any concerns or issues to the committee member facilitating the pilot study for the institution.
 - iii. Submit documentation package to university coordinator, including:
 1. Mid-term evaluation packet- scripts (if applicable), data collection form, lesson plan forms and notes from pre-conferences, post-conference forms, and rating sheet.
 2. Final evaluation packet- scripts (if applicable), data collection form, lesson plan forms and notes from pre-conferences, post-conference forms, and rating sheet, and
 3. Feedback Survey.
 - iv. If new to the pilot, participate in the full day training for supervisors and cooperating teachers. If previously trained, attend update session in August, 2004.
 - v. If available, participate in the December 2004 meeting to debrief on the instrument and the training.
 - vi. Stipend for the cooperating teacher \$200.
3. **Documentation to be submitted to the CSDE at the completion of the pilot study:**
 - a. Mid-term and Final evaluation packets for the student teachers from both supervisors and cooperating teachers including ratings sheet and the data collection forms.
 - b. Feedback surveys from supervisors, cooperating teachers and student teachers.
 - c. Payment forms from supervisors and cooperating teachers.

Implementation of the Student Teaching Evaluation Instrument Following the Pilot

Upon completion of the pilot study and collection of the data, the CSDE will analyze the data and make necessary revisions to the instrument, evaluation procedures and the training.

Copies of the instruments, in MSWord or .pdf versions, will be made available during the Fall 2004 semester on the website:
www.title2ct.org.