

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
**Student Teaching Evaluation Instrument Development**

**Pilot Study Guidelines- Spring 2004**

**Overview of State Context**

**Why is the Connecticut State Department of Education (CSDE) developing a Student Teaching Evaluation Instrument?**

An area of concern for all teacher preparation programs is the process of assessing student teaching, and fitting that assessment into a unit-wide assessment plan. Based on accreditation data from the last five years, the CSDE is aware that the instruments being used by the 15 teacher preparation institutions are not in alignment with state standards articulated in the Connecticut Common Core of Teaching. To address this concern, in June of 2003, the CSDE convened and is facilitating a committee of higher education representatives to develop a state-wide common student teaching evaluation form which will be designed in alignment with Connecticut's Common Core of Teaching as stipulated in the Connecticut regulations governing program approval and the standards established by the National Council for Accreditation of Teacher Education (NCATE). Connecticut Program Approval Regulations stipulate that the professional education unit shall:

- (A) demonstrate that students are knowledgeable about the Common Core of Learning, the Common Core of Teaching, the Connecticut Mastery Tests, the Connecticut Academic Performance Test, the Code of Professional Responsibility for Teachers, and the Code of Professional Responsibility for School Administrators;
- (C) ensure that students demonstrate current Connecticut licensure competencies as defined in Sections 10-145d-400 through 10-145d-619 inclusive, of the Regulations of Connecticut State Agencies, the Common Core of Teaching, and the Connecticut Content Specific Standards;

The data collected from these student teaching evaluations could be used by each of the institutions to assess a candidate's knowledge, skills and dispositions in student teaching. Further, that data could be used by each unit to provide program evaluation information on its student teaching program. Data could be used on a statewide basis to determine areas of common concern for collegial discussion, consultation and professional development, both for unit faculty and for cooperating teachers and schools.

**What is being studied?**

During the spring 2004 semester, the CSDE will continue to conduct a pilot study (initiated in fall 2003) with selected institutions of the following:

- **Student Teaching Evaluation Rubric and accompanying forms and procedures.** Through the pilot study, the CSDE will collect performance data on student teachers participating in the pilot study to determine the validity and reliability of the instrument and evaluate the effectiveness and ease of using the rubric for student teaching evaluation purposes.
- **Training for Cooperating Teachers and University Supervisors.** The training will focus on the student teaching context and application of the Student Teaching Evaluation Rubric in order to support and evaluate the competence of student teachers. Through piloting of this training, the CSDE will evaluate the design of the training and its effectiveness in supporting Cooperating Teachers and University Supervisors in using the Student Teaching Evaluation Rubric and Procedures.

## Guidelines for Piloting the Student Teaching Evaluation Instrument

1. The following institutions will be participating in the pilot study during the spring semester:
  - WCSU
  - Fairfield University
  - University of New Haven
  - University of Hartford
  - UCONN
  - Sacred Heart
  - Mitchell
2. Participants in the pilot study will include the university supervisors, student teachers and cooperating teachers.
  - Each institution will set up a team of 2 to 3 supervisors to pilot the instrument. The supervisors may include the committee member participating in the committee which developed the student teaching evaluation instrument and 1-2 additional selected supervisors from that same institution.
  - All the student teachers under the supervision of the team of supervisors.
  - The cooperating teachers with whom these student teachers are placed.
3. **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 by May 14, 2004.
    - iv. Participate in the training for supervisors and cooperating teachers on Saturday, January 24 (Fairfield) or Saturday, January 31 (UCONN or ACES), 8-4 p.m.
    - v. Participate in the May 26, 2004, 9 a.m. - 12 p.m. 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(s), mid-term rating sheet, and lesson plan forms from all formal observation, including: notes from pre-conferences, post-conference forms, lesson materials, samples of student work
      2. Final evaluation packet- scripts (if applicable), data collection form(s), final rating sheet, and lesson plan forms from all formal observation, including: notes from pre-conferences, post-conference forms, lesson materials, samples of student work, and
      3. Survey.
    - v. Participate in the training for supervisors and cooperating teachers on Saturday, January 24 (Fairfield) or Saturday, January 31 (UCONN or ACES), 8-4 p.m.
    - vi. Participate in the May 26, 2004, 9 a.m. - 12 p.m. 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(s), mid-term rating sheet, and lesson plan forms from all formal observation, including: notes from pre-conferences, post-conference forms, lesson materials, samples of student work
    - 2. Final evaluation packet- scripts (if applicable), data collection form(s), final rating sheet, and lesson plan forms from all formal observation, including: notes from pre-conferences, post-conference forms, lesson materials, samples of student work, and
    - 3. Survey.
  - iv. Participate in the training for supervisors and cooperating teachers on Saturday, January 24 (Fairfield) or Saturday, January 31 (UCONN or ACES), 8-4 p.m.
  - v. If available, participate in the May 26, 2004, 9 a.m. - 12 p.m. meeting to debrief on the instrument and the training.
  - vi. Stipend for the cooperating teacher \$200.
- 4. 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 Spring 2004 semester on the website: [www.title2ct.org](http://www.title2ct.org).