



# The Mico University College

## PRACTICUM UNIT

### Cooperating School's Feedback on Student-teacher Performance

*Thank you for your role as facilitators and mentors to our student teachers. The Mico is grateful for your partnership as we prepare teachers with the knowledge, skills and dispositions needed in your school. While we have been able to make relatively few visits to see their work, you have been with them consistently throughout the Practicum, so we invite your feedback on each of our student teachers to help us continuously improve.*

**NAME OF COOPERATING SCHOOL:** \_\_\_\_\_

Team Teaching

Teaching Practice & Research

**PRACTICUM PHASE AND DATE:**

November 20 \_\_\_\_

January – April 20 \_\_\_\_

**DEPARTMENT IN WHICH ENGAGED:** \_\_\_\_\_

**NAME OF STUDENT TEACHER:** \_\_\_\_\_

**NAME OF ADMINISTRATOR COMPLETING THIS FORM:** \_\_\_\_\_

**POSITION OF ADMINISTRATOR:**

Principal

Vice Principal

Head of Department

*Please indicate in the column to the right, if each of the following statements is:*

**Usually True (UT)** – observed very often,

**Sometimes True (ST)** – observed roughly half the time, but not consistently, or

**Rarely True (RT)** – observed occasionally of the student teacher named above.

*If you have not made any observations on the matter, or do not recall any, please select NO (Not Observed).*

#### STATEMENTS ON PRACTICUM ON-SITE PERFORMANCE

		UT	ST	RT	NO
	<b>A. PRE-PRACTICUM</b>				
<b>A.1</b>	The student teacher came to make arrangements ahead of the Practicum.				
<b>A.2</b>	The classes and Cooperating Teachers that were assigned before the Practicum remained in place when the Practicum began.				
<b>A.3</b>	He/She introduced him/herself to the school's Senior Administrator(s) before making contact with their assigned Department.				



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STATEMENTS ON PRACTICUM ON-SITE PERFORMANCE					
A.4	He/She was appropriately groomed and attired, in uniform, when he/she made initial contact with the school.				
A.5	A timetable was worked out for the student teacher before Practicum began.				
A.6	He/She was able to express him/herself clearly in Standard English when meeting with administrators and cooperating teachers.				
A.7	Workspace (desk, table...) among the other teachers was provided for him/her.				
	Section Total				
	<b>B. PREPARATION WITH COOPERATING TEACHERS</b>	<b>UT</b>	<b>ST</b>	<b>RT</b>	<b>N O</b>
B.1	Cooperating teachers were integrally involved in providing syllabuses and class lists and in facilitating the preparation of class profiles.				
B.2	Cooperating teachers introduced the student teacher to each class.				
B.3	Cooperating teachers were present in all the student teacher's classes for the initial/orientation period.				
B.4	The student teacher followed the topics as guided by the cooperating teachers.				
B.5	Learning activities and assessments were discussed with the cooperating teachers before being administered to the classes.				
B.6	Assessment tasks (classwork, class tests, homework) were prepared by the student teachers with input from the cooperating teacher or HOD.				
	Section Total				
	<b>C. STUDENT TEACHER PERFORMANCE DURING THE PRACTICUM</b>	<b>UT</b>	<b>ST</b>	<b>RT</b>	<b>N O</b>
C.1	He/She arrived on time to work, based on the time that all teachers are expected to arrive.				
C.2	He/She was punctual for classes.				
C.3	He/She was prepared for his/her classes ahead of time.				
C.4	He/She was appropriately groomed and attired for classes.				



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C.5	All requirements of the school for signing in, attending assemblies and staff meetings were followed by the student teacher.				
C.6	He/She maintained respectful and collegial interactions with students and student teacher colleagues as well as the school staff.				
C.7	Teaching methods used were appropriate for the grade level.				
C.8	He/She demonstrated care towards his/her students in classes, with a professionally-suitable style of interaction.				
	Section Total				
	<b>D. INTEGRATION WITH THE SCHOOL COMMUNITY</b>	<b>UT</b>	<b>ST</b>	<b>RT</b>	<b>N O</b>
D.1	He/She participated in organized extra-curricular activities, giving significant support to the leadership of the club/group/team.				
D.2	He/She willingly helped other teachers with various class-related tasks, such as setting up activities, preparing charts, sitting in for absent teachers, etc.				
D.3	He/She willingly helped other staff with non-academic tasks, such as sharing lunch, and supervising detention				
D.4	He/She facilitated students in academic consultations outside of classes.				
D.5	He/She facilitated the social and/or moral development of students through participation in devotions, enforcing school rules, motivational talks, etc.				
	Section Total				
	<b>E. END-OF-PRACTICUM ACTIVITIES</b>	<b>UT</b>	<b>ST</b>	<b>RT</b>	<b>N O</b>
E.1	The student teacher submitted all student grades to the cooperating teachers.				
E.2	All books and other resources borrowed from the school were returned by the end of the Practicum period.				
E.3	School/Department/Students hosted a 'thank you' session for him/her.				
	Section Total				
<b>SCORING – will be done by The Mico</b>					



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STATEMENTS ON PRACTICUM ON-SITE PERFORMANCE				
Grand total of columns				
Multiplied by	3	2	1	0
Product				

Grand Total: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official School Stamp: