

BGSU Student Teacher Observation Schedule Semester Checklist

Week 1 and 2	<p><u>30-45 Minute On-site Orientation Visit</u> with Classroom Mentor Teacher (CMT), Teacher Candidate (TC), and University Mentor (UM)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure CMT has “verified” by getting into MyEDHD. If the CMT hosted the student for methods, this process should have been completed at the beginning of the methods semester. <input type="checkbox"/> Review Handbook, explain evaluation schedule, UM answers additional questions. <input type="checkbox"/> Schedule next visit for first formal observation by UM. <input type="checkbox"/> TC having difficulty is referred to Student Success Team.
Week 3 and 4	<p><u>First Formal UM Observation</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow observation format [30 minute pre-observation conference, full period observation (at least 40 minutes), 30 minute post observation conference with TC and CMT] <input type="checkbox"/> Use Observation Form (see Handbook, Appendix, p. 69) <input type="checkbox"/> Set date for second formal observation by UM. <input type="checkbox"/> UM to complete online Observation Form within 48-72 hours of the observation date. Observation notes will automatically be sent to CMT, UM, and TC upon completion. <input type="checkbox"/> TC having difficulty is referred to Student Success Team.
Week 5 and 6	<p><u>First Formal CMT Observation</u> (conducted before UM returns for his/her second observation)</p> <ul style="list-style-type: none"> <input type="checkbox"/> CMT may use the BGSU Observation Form (see Handbook, Appendix, p. 69) <input type="checkbox"/> Conduct post observation conference with TC who retains a copy of observation notes for his/her files. <input type="checkbox"/> Copy may be requested by UM. <input type="checkbox"/> TC having difficulty is referred to Student Success Team.
Week 7 and 8	<p><u>Second Formal University Mentor Observation</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow observation format [30 minute pre-observation conference, full period observation (at least 40 minutes), 30 minute post observation conference with TC and CMT] <input type="checkbox"/> Use Observation Form (See Handbook, Appendix, p. 69) <input type="checkbox"/> Set date for third formal observation by UM. <input type="checkbox"/> Set date and time for formal three-way mid-term evaluation conference. <input type="checkbox"/> UM meets with CMT after TC post conference to discuss plan for collaborative mid-term evaluation and gives instructions for “How to” send their comments and suggested ratings through MyEDHD. <input type="checkbox"/> UM to complete online Observation Form within 48-72 hours of the observation date. Observation notes will automatically be sent to CMT, UM and TC upon completion. <input type="checkbox"/> TC having difficulty is referred to Student Success Team.
Week 9 and 10	<p><u>Mid-Term Evaluation Conference</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Mid-Term Evaluation collaboratively written by UM and CMT and presented in a 3-way conference with TC.

	<ul style="list-style-type: none"> <input type="checkbox"/> UM prepares final document and will make copies for each conference participant. After the conference the UM will go into MyEDHD and “finalize” – this will include electronic signatures <input type="checkbox"/> Set date for third formal observation by UM and for second formal CMT observation. <input type="checkbox"/> TC having difficulty is referred to Student Success Team.
Week 11 and 12	<p><u>Second Formal CMT Observation</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> CMT may use BGSU Observation Form (See Handbook, Appendix, p. 69) <input type="checkbox"/> Conduct post observation conference with TC who retains a copy of observation notes for his/her files. <input type="checkbox"/> Copy may be requested by UM. <input type="checkbox"/> TC having difficulty is referred to Student Success Team.
Week 13 and 14	<p><u>Third Formal UM Observation</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow observation format [30 minute pre-observation conference, full period observation (at least 40 minutes), 30 minute post observation conference with TC and CMT] <input type="checkbox"/> Use Observation Form (See Handbook, Appendix, p. 69). <input type="checkbox"/> Set date and time for final evaluation three-way conference. <input type="checkbox"/> UM meets with CMT after student teacher post conference to discuss plan for collaborative final evaluation and when CMT must submit their comments and rating suggestions to UM via MyEDHD. <input type="checkbox"/> Students will submit evaluation forms for the CMT and the UM online in MyEDHD. <input type="checkbox"/> TC is to complete the Summary Reflection on Student Teaching/Internship Experience form via MyEDHD. UM will be notified when TC submits. UM must contact TC if not submitted by deadline. <input type="checkbox"/> CMT will submit an evaluation of the UM online via MyEDHD. <input type="checkbox"/> UM to complete online Observation Form within 48-72 hours of the observation date. Observation notes will automatically be sent to CMT, UM, and TC upon completion. <input type="checkbox"/> TC having difficulty is referred to Student Success Team.
Week 15 and 16	<p><u>Final Evaluation Conference</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Final Evaluation collaboratively written by UM and CMT and is presented in a 3-way conference with TC. <input type="checkbox"/> UM will input final evaluation into MyEDHD after receiving the CMT comments sent through MyEDHD. <input type="checkbox"/> UM prepares final document and send copies electronically to each conference participant. All parties will complete with an electronic signature. <input type="checkbox"/> UM checks for all required evaluations and forms submitted online from CMT and TC through MyEDHD by Monday before exam week. <input type="checkbox"/> TC having difficulty is referred to Student Success Team.

*This is a **recommended** timeline for student teaching activities.