GUIDELINES FOR INTERN EVALUATION

- Evaluate the Intern as a Beginning Teacher:

For the purpose of evaluation, the intern should be viewed as a beginning teacher throughout the experience. The intern should not be evaluated upon standards appropriate for experienced teachers, but rather upon those appropriate for beginning teachers.

- Show Cumulative Progress:

Periodic evaluations should demonstrate the cumulative growth of the intern. On early reports, do not attempt to rate all skills. As the experience progresses, there will be increasing opportunity to rate more skills.

- Be Honest:

It is important that both the cooperating teacher and university supervisor be honest and fair in completing their evaluations. Be careful not to overrate the intern in early evaluations.

- Employ Cooperative Evaluation:

The intern should participate in all of his/her evaluations. Evaluative conferences afford the intern the opportunity to practice self-evaluation as well as respond to the supervisor's assessment of the intern's progress.

- Provide Specific Feedback and Assistance:

When the intern needs to improve, he/she should receive suggestions for doing so in as specific terms as possible. For purposes of documentation, we suggest that recommendations be made in writing as well as discussing them with the intern.

- Review Competency Definitions:

For definitions of competencies (see Form G, pg. 25). It is important for the reliability of all formal evaluations, that these definitions be mutually reviewed early in the experience. The cooperating teacher and intern should reach agreement on the interpretations of the competencies to be evaluated.

- Provide Written Comments:

Prospective employers value written comments from cooperating teachers. Written comments provide more information than check marks and are particularly helpful to university supervisors and potential employers.

- Complete Final Evaluation:

It should include the intern's social security number and should be dated and signed by the cooperating teacher. Written comments are especially important because the intern may use the form in seeking employment.