SPECIFIC USF GUIDELINES PERTAINING TO FORMAL EVALUATION OF INTERNS

All teacher preparation programs approved in the State of Florida are required to document that students completing their programs have demonstrated all 12 Accomplished Practices at the Pre Professional Benchmark. Therefore the formal evaluation of interns is critical not only for the students but for the College's reporting responsibility to the State Department.

The College of Education's evaluation forms are intended to be used as documents that summarize judgments made by the Cooperating Teacher and University Supervisor from both observations as well as reviews of documents such as lesson plans, record keeping systems, student achievement data, or parent communication developed during the internship. Our current rating system reserves the rating of 5 (The Intern consistently demonstrates this Accomplished Practice at a level exceeding that expected of a beginning teacher.) for those situations in which an intern truly excels. We believe that a rating of 3 is a satisfactory rating that would result in passing the internship and a rating of 4 indicates that the intern is very accomplished. We suggest that a thoughtful use of the ratings will demonstrate to principals that those who have worked with the student have recognized variable talent within an intern's repertoire as well as across interns. (Some principals have indicated that they place more faith in an evaluation that is not automatically rated at the highest level for every indicator. They also read and appreciate handwritten comments.)

NOTE: Some individual indicators may not be directly observed by a university supervisor and may need to be rated in conjunction with the cooperating teacher.

In terms of written evaluation, the cooperating teacher has two obligations:

1. **Complete the Internship Interim Evaluation Form (Forms D-1 & D-2) with the intern.** Early Childhood interns use a separate form (see packet). The Interim Evaluation Form is used twice in most programs to provide written and specific feedback to the Intern. The form provides a mechanism for assessing an intern's progress on each indicator linked to the Florida Accomplished Practices at the Pre Professional level and it is a parallel document to the Final Internship Evaluation Form. The first time the form is used, it is expected that some indicators may not have been observed yet. Also, for programs with dual placements, it may be unreasonable to assume that the intern would have completed all of the indicators within the first 7-8 weeks.

   It is expected that when the second Interim Evaluation Form is completed, that a Plan of Action will be developed and shared with the intern that
addresses any areas needing improvement. This form helps the intern set
goals for improvement and direction. A Plan of Action can be completed each
time an informal or formal evaluation is completed, but it is required when
any indicator rated with a 2 or lower on the second Interim Evaluation Form.
When used in this situation, the plan of Action should outline specific steps
expected of the intern that will lead to improvement as well as support that
will be provided by the cooperating teacher and/or university supervisor to
help the intern make progress.

For an indicator that is not appropriate for a particular discipline or context,
it is best to mark this as NR (Not Relevant). The signature of the intern
simply indicates that the form was reviewed by the evaluator as well as the
intern and does not necessarily convey agreement.

The first Interim Evaluation Form should be completed at the end of the 5th
week; the second form at the end of the 11th week. For Art, Dance, Music
and Early Childhood Education, it is expected that each cooperating teacher
will complete only one Interim Evaluation Form.

2. **Complete the Final Internship Evaluation Form, (Form E) at the end
of the semester.** Early Childhood interns use a separate form (see
packet). Each cooperating teacher is to complete, sign and review the Final
Internship Evaluation Form with the intern at the conclusion of the
internship. The Final Evaluation Form is produced on NCR paper and serves
as the formal assessment documenting the Intern’s performance and
demonstration of the Florida Accomplished Practices at the Pre Professional
benchmark. Four copies are distributed: White-Student, Yellow-Internship
Office, Pink-Cooperating Teacher, and Blue-University Supervisor.

In order for the College to document that a student has
demonstrated a particular Accomplished Practice on the Summative
Rating Form, **all indicators for that AP must be rated a 3 or higher
on the Final Internship Evaluation Form.** (In some cases, it may be
acceptable for an indicator to be rated as NA or NR; e.g. limited
access to technology for AP 12).

The intern signs the form; however, the signature means a review has
occurred, it does **not mean there is agreement concerning the
evaluation.** The white copy of the Final Evaluation Form then
becomes the property of the intern. The university supervisor also
completes an evaluation (Form E) at the end of the semester, reviews it with
the student and signs it. Again, the student’s signature indicates that he/she
has reviewed the form. It does not mean agreement of the two parties.
(Students in the Art, Dance, Early Childhood, and Music Programs will each
have one Final Evaluation Form from the University Supervisor and one from each cooperating teacher.)

After the University Supervisor (or PPP) has reviewed both ratings of the indicators for each AP on Form E, they will use a form provided (Final Internship Accomplished Practices Summative Rating Form) to make a professional judgment regarding the student's overall demonstration of each AP. They will need to decide if the student has: D--demonstrated the AP, PD--partially demonstrated the AP, or ND--not demonstrated the AP. It is up to the discretion of the University Supervisor, in partnership with the Cooperating Teacher to make the final assessment of S or U for the intern.

An AP rating of "Not Demonstrated" on the Summative Rating Form will result in a grade of Incomplete or Unsatisfactory for Final Internship.

RECOMMENDATIONS

After an internship is completed, a cooperating teacher may be asked by a principal or school district to complete a recommendation form on the intern. It is expected that a recommendation given by the Cooperating Teacher would closely mirror the ratings given on the Final Internship Evaluation Form.