

Focused Observation Form

* = Half Time Practicum + = Full Time Practicum

Use the following indicators from Danielson's Enhancing Professional Practice to assess progress.

DOMAIN 1 – PLANNING AND PREPARATION

(1a) Demonstrating Knowledge of Content and Pedagogy

1. * Demonstrated breadth of knowledge, appeared well informed, and relayed facts and information accurately.
2. *+ Demonstrated knowledge of the use of appropriate teaching strategies and methods.
3. + Demonstrated ability to integrate subject areas.

(1b) Demonstrating Knowledge of Students

1. + Introduced new concepts using prior knowledge of pupils and provided opportunities for practice.
2. *+ Demonstrated a genuine interest in pupils and their education, both in and out of the classroom
3. *+ Demonstrated a sensitivity to and understanding of multicultural, environmental, and gender issues.

(1c) Selecting Instructional Goals

1. *+ Reviewed Michigan Curriculum Framework for benchmark standards.
2. *+ Reviewed district curriculum guides and grade level standards.
3. *+ Prepared long range goals and objectives for units taught to meet curriculum standards.
4. + Prepared daily objectives and lesson plans based on grade level standards at least one week in advance.

(1d) Demonstrating Knowledge of Resources

1. *+ Selected and created instructional materials using a variety of media technologies.
2. *+ Demonstrated computer knowledge and utilized technology as an integral part of the instructional process.
3. *+ Used school, district, community or REMC centers to appropriately meet the needs and standards

(1e) Designing Coherent Instruction

1. *+ Presented lessons and assignments clearly.
2. *+ Presented specific student objectives.
3. *+ Developed student activities to match objectives.

(1f) Assessing Student Learning

1. *+ Used a variety of formal and informal assessment techniques to evaluate student progress.
2. *+ Cognizant of Michigan Education Assessment Program (MEAP) expectations.
3. + Aligned assessments to objectives.

DOMAIN 2 – THE CLASSROOM ENVIRONMENT

(2a) Creating an Environment of Respect and Rapport

1. *+ Exhibited respect and sensitivity to needs and feelings of others.
2. *+ Listened attentively and empathetically to others.

(2b) Establishing a Culture for Learning

1. + Established and maintained a safe, positive classroom environment.
2. + Maintained high and appropriate expectations, equitable treatment, and fostered self-esteem for pupils regardless of races, cultures, and genders.
3. + Provided opportunities for all pupils to experience success in a non-coercive environment.

(2c) Managing Classroom Procedures

1. + Organized routines and procedures which promoted greater time on task.
2. *+ Assisted pupils in making smooth transitions between activities.

(2d) Managing Student Behavior

1. *+ Demonstrated appropriate classroom management and disciplinary techniques to ensure a safe and orderly environment conducive to learning.
2. *+ Responded to classroom problems in a fair and consistent manner

(2e) Organizing Physical Space

1. + Arranged room for optimal student learning.

DOMAIN 3 - INSTRUCTION

(3a) Communicating Clearly and Accurately

1. *+ Communicated effectively through verbal and non-verbal means.
2. *+ Spoke clearly using conventional grammar, diction, volume, and pacing.

3. *+ Wrote clearly using conventional grammar, spelling, and penmanship style.

(3b) Using Questioning and Discussion Techniques

1. *+ Used knowledge of research-based and appropriate questioning skills
2. + Provided experiences which develop critical and creative thinkers.
3. *+ Demonstrated proficiency in leading large group instruction.
4. *+ Demonstrated proficiency in leading small group instruction.

(3c) Engaging Students in Learning

1. + Provided opportunities for differences in learning styles and multiple intelligences.
2. *+ Used a variety of methods appropriate to the ability of the students in the class, including cooperative learning strategies, hands-on activities, simulations, etc.
3. + Provided for active pupil participation individually and cooperatively.
4. *+ Motivated pupils in a lively and interesting manner.

(3d) Providing Feedback to Students

1. *+ Shared lesson expectations with students.
2. *+ Provided feedback during instructional activities.
3. *+ Gave feedback on student assignments, projects, and performances.

(3e) Demonstrating Flexibility and Responsiveness

1. + Recognized pupil disinterest and adjusted teacher behavior.
2. + Modified instruction based on assessment diagnosis and evaluation of pupil progress.
3. *+ Demonstrated qualities of flexibility, adaptability, and organization.

DOMAIN 4 – PROFESSIONAL RESPONSIBILITY

(4a) Reflecting on Teaching

1. *+ Evaluated self realistically, sought ways to improve, and set personal and professional goals.
2. *+ Demonstrated appropriate personal adjustment, stress management, and remained routinely healthy and energetic.
3. *+ Conveyed a sense of satisfaction about his/her decision to become a teacher, and displayed a genuine love of teaching.

(4b) Maintaining Accurate Records

1. + Maintained lesson and unit plans so they could be used by others.
2. *+ Prepared handouts, tests, rubrics in advance so others could use them.
3. + Maintained records of student performance in grade books, portfolios, or electronically.
4. *+ Maintained attendance records and other records accurately.

(4c) Communicating with Families

1. *+ Established and maintained on-going and effective communication with parents (i.e. newsletters, phone calls, notes home, etc.)
2. Attended open houses (*+) and conferences (+)

(4d) Growing and Developing Professionally

1. *+ Remained receptive to suggestions for increased effectiveness.
2. *+ Sought opportunities for continuous improvement of skills.
3. *+ Relayed a sense of enthusiasm for learning.

(4e) Contributing to the School and District

1. *+ Established rapport and collaboration with peers and extended school staff.
2. *+ Accepted the legal and ethical responsibilities of teaching.
3. *+ Followed district and school policies.

(4f) Showing Professionalism

1. *+ Served as an appropriate role model for pupils.
2. *+ Demonstrated dependability and punctuality.
3. *+ Exhibited industriousness and initiative.
4. *+ Demonstrated honesty and integrity.
5. *+ Demonstrated appropriate humor and tact.
6. *+ Demonstrated curiosity and creativity
7. *+ Demonstrated appropriate dress, cleanliness, and manners

**THE MID-TERM NARRATIVE
TEACHER ASSISTING & STUDENT TEACHING
To be completed by the Cooperating Teacher**

Name of Teacher Assistant/Student Teacher _____

Name of Cooperating Teacher _____

Please comment briefly upon the following:

Domain 1: Planning and Preparation

- Ability to plan and implement plans effectively
- General knowledge base (content)

Domain 2: The Classroom Environment

- Setting climate appropriate to maximize learning

Domain 3: Instruction

- Effective use of materials and instructional aids
- Pedagogy

Domain 4: Professional Responsibilities

- Ability to communicate effectively
- Professional potential
- Personal characteristics

Signature of Cooperating Teacher _____

Date: _____