

**Procedures for
Practicum Evaluation of Professionalism
Used for Admission to Student Teaching**

Description:

The Practicum Evaluation for Admission to Student Teaching is a measure of the pre-service candidate's demonstration of proficiencies in early field experiences (NCATE Standard 3, 2008). The instrument also measures the candidate's ability to demonstrate the professionalism necessary for entry into the student teaching experience. The *Practicum Evaluation* is administered in two sequential methods courses to allow for multiple reviewers and to allow candidates the opportunity to demonstrate growth over time.

Courses by program using the Practicum Evaluation:

Early Childhood and Elementary Programs

ED 331-333 Curriculum Block

ED 343 Literacy Block

Special Education Program

EDS 331-332 Special Education Block

ED 343 Literacy Block

Secondary Education (6-12) Programs

ED 252 LMA PFE

ED 361 Special Methods PFE

PreK-12 Education Programs

ART 397 Elementary School Art Methods

ART 398 Secondary School Art Methods

LING 450 Methods of Language Teaching

LING 460 Practicum in TESOL

MUED 341 Elementary School Music

MUED 342 Secondary School Music

PE 401 Elementary Physical Education

PE 402 Middle and Secondary Physical Education

THR 370 Elementary School Methods

THR 371 Secondary School Methods

Practicum Evaluation Instrument:

The *Profile of Performance* is an evaluation that is used for all practica at EMU. Section E (Professionalism) of the *Profile of Performance* serves as the *Practicum Evaluation* used for decision-making when admitting candidates to Student Teaching.

E: Professionalism*	Exemplary	Acceptable	Not Acceptable	Not Observed
Is responsible and dependable				
Shows initiative				
Is punctual and regular in attendance				
Exhibits the ability to make decisions				
Sets appropriate priorities and meets deadlines				
Displays mature judgment and self-control				
Demonstrates enthusiasm for teaching				
Has compassion for students				
Dresses appropriately				
Demonstrates professional behavior with students and school personnel				
Maintains confidentiality				

Scoring:

Candidates must achieve a score of at least "acceptable" on each criterion to be admitted to student teaching. Candidates must receive this minimum score at least once out of the two practicum evaluations completed throughout their program.

A *Student Growth Plan* should be developed if a candidate receives a “not acceptable” score on any Practicum Evaluation criterion to ensure that the pre-service candidate is given opportunity and support for professional growth. The course instructor is responsible for developing the *Student Growth Plan*. In exceptional circumstances (eg. the course instructor is not a department faculty member), the Department Chair may complete the *Student Growth Plan* or appoint the faculty advisor or other department faculty member to do so.

Implementation and Fair Notice:

Data collection officially begins fall 2012. As of 2012-13, the Practicum Evaluation requirement for admission to student teaching will be stated in the Teacher Education handbook, in course syllabi (for courses using the practicum evaluation), and in all parallel documents.

The Practicum Evaluation will be used for admission to student teaching decisions beginning May 2013. To ensure fair practice and opportunity for the candidate, the Practicum Evaluation data will only be used for student teaching decision making if at least two sets of data have been collected by the time the candidate is ready to be admitted to student teaching. By fall 2014 all candidates applying for admission to student teaching should have at least two sets of data to be used for admission decisions.

Procedures:

1. In August and December:
 - a. A procedures document for using the Practicum Evaluation is distributed to course instructors via email (see course instructors document attached)
 - b. Course instructors place a copy of the practicum rubric in the syllabus along with the following fair notice statement:
“Section E “Professionalism” on the Profile of Performance evaluation instrument will be used for admission to Student Teaching decisions. A minimum score of “acceptable” on each criterion is required on at least one of the two practicum evaluations that have been selected for review for admission to student teaching. If you score a “not acceptable” on any criterion in Section E, you will be given opportunity to outline a plan for growth in the identified area through the creation of a Student Growth Plan. See the Entrance Requirements to Student Teaching in the Teacher Education Handbook for more information.”
2. Early in the semester the course instructors review the Practicum Evaluation with the practicum teachers and the pre-service candidates. The course instructors provide the practicum teachers with the following information
 - a. how the evaluation is used for admission decisions
 - b. the requirement to review the form with the pre-service candidate and for both the practicum teacher and candidate to sign the form
 - c. the deadline for returning the completed formCourse instructors will provide the practicum teachers with postage paid return envelopes to use when sending the evaluations back to the university.
3. In mid-November and mid-April:
 - a. Course instructors collect the completed practicum evaluation forms. Completed forms must be signed by both the practicum teacher and the candidate. In the event of a missing practicum evaluation, the course instructor completes the Profile of Performance practicum evaluation. A copy of the completed evaluation is given to the candidate.
 - b. The administrative assistant distributes the practicum evaluation data spreadsheet and procedural instructions to course instructors.
 - c. Course instructors record the evaluation data in the practicum evaluation data spreadsheet (see pg 2 of attached course instructors document) and submit the spreadsheet to the administrative assistant who will record the candidates’ scores in EX. Submission of data to the administrative assistant must be completed by December 1 for fall semester courses and May 1 for spring semester courses.
 - d. In the event of conflicting interpretations of the EMU pre-service candidate’s performance, EMU reserves the right to gather additional information on the candidate’s practicum experiences.

Practicum Evaluation Procedures for Course Instructors

The *Profile of Performance* is an evaluation that is used for all practica at EMU. Section E (Professionalism) of the *Profile of Performance* serves as the *Practicum Evaluation* used for decision-making when admitting candidates to Student Teaching. Data is collected from two consecutive courses in each program area. The candidate must receive a score of “acceptable” for each criterion on at least one of the two evaluations.

Courses in which the Practicum Evaluation is used for admission decisions:

Fall

ED 343 Literacy Block
ED 361 Special Methods PFE
ART 397 Elementary School Art Methods
ART 398 Secondary School Art Methods
LING 450 Methods of Language Teaching
LING 460 Practicum in TESOL (fall & spring)
MUED 341 Elementary School Music
MUED 342 Secondary School Music
PE 401 Elementary Physical Education
PE 402 Middle and Secondary Physical Ed
THR 370 Elementary School Methods
THR 371 Secondary School Methods

Spring

ED 331-333 Curriculum Block
ED 252 LMA PFE
EDS 331-332 Special Education Block
LING 460 Practicum in TESOL (fall & spring)

Directions for Course Instructors

1. In your syllabus, include a copy of the Profile of Performance evaluation and the following fair notice statement:
“Section E “Professionalism” on the Profile of Performance evaluation instrument will be used for admission to Student Teaching decisions. A minimum score of “acceptable” on each criterion is required on at least one of the two practicum evaluations that have been selected for review for admission to student teaching. If you score a “not acceptable” on any criterion in Section E, you will be given opportunity to outline a plan for growth in the identified area through the creation of a Student Growth Plan. See the Entrance Requirements to Student Teaching in the Teacher Education Handbook for more information.”
2. Review the practicum evaluation with the candidates and their practicum teachers.
 - a. Explain how the evaluation will be used for admission decisions
 - b. Explain that the practicum teacher needs to review the evaluation with the candidate and BOTH individuals must sign the form
 - c. Provide the practicum teacher with a postage paid envelope to return the evaluation (located in the education department – contact administrative assistant)
 - d. Communicate the date on which the evaluation is due (no later than December 1 in the fall, and May 1 in the spring)
 - e. In the event of a missing practicum evaluation, the course instructor completes the Profile of Performance practicum evaluation.
3. A spreadsheet template will be sent by email to you near the end of the semester for you to record the Practicum Evaluation scores for each student (see template on pg 2). Please complete the template and return to the education department administrative assistant **no later than** December 1 in the fall, and May 1 in the spring.

Practicum Evaluation Data Spreadsheet Template

Practicum Evaluation Data for Admission to Student Teaching

Course: (ex. ED101 Exploring Teaching)

Semester & Year: (ex. Fall 2011)

Section E: Professionalism

Exemplary = 3; Acceptable = 2; Not Acceptable = 1

Instructions: Score of 3, 2, 1 is recorded per category per student for each criteria.

Minimum required for admission to student teaching: 2 in every category

Candidate	Is responsible and dependable	Shows initiative	Is punctual and regular in attendance	Exhibits the ability to make decisions	Sets appropriate priorities and meets deadlines	Displays mature judgment and self-control	Demonstrates enthusiasm for teaching	Has compassion for students	Dresses appropriately	Demonstrates professional behavior with students and school personnel	Maintains Confidentiality