

Procedures for Data Management of Clinical Performance Evaluations of University Consultants and Cooperating Teachers

Purpose of evaluations:

1. Field Placement Coordinator – To aid in determining high quality placements and suitable matches between candidates and cooperating teachers (eg. completion of paperwork, philosophical match with EMU's conceptual framework and endorsement program expectations, mentoring, quantity and quality of teaching opportunities, etc.).
2. University Consultants – To clarify expectations of the role and contribute to professional growth in role of student teaching supervision.
3. Department Chair – To maintain high quality student teaching placements and supervision.

Use of Data:

1. Reviewed by UG Dept Chair and Field Placement Coordinator (CT evaluations only).
2. Data will be collated each semester by administrative assistant and reviewed by the chair. Individual evaluations will not be released and departmental averages will not be calculated.
3. When concerns arise that need immediate attention, the Department Chair may provide collated data results to the university consultant prior to reaching a sample size of 10 and a two-year period.
4. Due to small sample size, collated data is released to University Consultants every two years and following 10 student teaching placements (each student teacher has two placements). The first distribution of data will be after the 2012-2013 academic year. Data will be distributed every other year as long as the university consultant has supervised 10 placements.
5. Due to an agreement with the Mid-Valley Consortium for Teacher Education, cooperating teacher performance data will not be released to the cooperating teacher in order to ensure the protection of teacher education candidates.

Administration of Data When Chair is University Consultant:

1. Documents containing raw data and data of the chair's performance will be password protected and accessible only to the administrative assistant until the cycle of data release determines the point at which the data is reported to the chair. The administrative assistant will forward the chair's performance data to the dean.