

## Sample Post-Field Experience Evaluation Checklist

Directions: All students doing education-based Field Experience classes are evaluated using the Professionalism Practicum Checklist below. Please rate the student's professionalism using the following scale: 1=Strongly Disagree, 2=Disagree, 3=Neutral, 4=Agree, 5=Strongly Agree. Once completed, please email the form or send it in a sealed envelope with the student to the Faculty Supervisor.

Student Name: Student ID: School/Center Site:

Person Filling Out Form & Position: Contact (phone/email): Date:

COURSE NUMBER AND TITLE:

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### SECTION I: PROFESSIONAL BEHAVIOR AND ENGAGEMENT

1. Is familiar with site functions, routines, and procedures ☐1 ☐2 ☐3 ☐4 ☐5
2. Personal dress and grooming is appropriate ☐1 ☐2 ☐3 ☐4 ☐5
3. Is reliable, punctual, and responsible ☐1 ☐2 ☐3 ☐4 ☐5
4. Participates actively in classroom activities ☐1 ☐2 ☐3 ☐4 ☐5
5. Follows directions with adequate supervision ☐1 ☐2 ☐3 ☐4 ☐5

Total for items in Section I: \_\_\_\_\_

### SECTION II: INTERPERSONAL COMMUNICATIONS AND RELATIONS

6. Exhibits understanding and respect for others ☐1 ☐2 ☐3 ☐4 ☐5
7. Establishes open and honest relations with others ☐1 ☐2 ☐3 ☐4 ☐5
8. Consults with sponsor mentor and staff as appropriate ☐1 ☐2 ☐3 ☐4 ☐5
9. Interacts and builds rapport with children/families/adults/clients ☐1 ☐2 ☐3 ☐4 ☐5

10. Conveys ideas and thoughts clearly ☐1 ☐2 ☐3 ☐4 ☐5

Total for items in Section II: \_\_\_\_\_

### SECTION III: PROFESSIONAL JUDGEMENT

11. Handles confidential information in an appropriate way ☐1 ☐2 ☐3 ☐4 ☐5

12. Demonstrates a willingness to admit mistakes ☐1 ☐2 ☐3 ☐4 ☐5

13. Exhibits flexibility and adaptability to new situations ☐1 ☐2 ☐3 ☐4 ☐5

14. Follows through with sponsor directed assignments and projects ☐1 ☐2 ☐3 ☐4 ☐5

15. Solicits feedback and accepts constructive criticism ☐1 ☐2 ☐3 ☐4 ☐5

Total for items in Section III: \_\_\_\_\_

### SECTION IV: ORGANIZATIONAL COMPETENCIES

16. Works with adequate supervision ☐1 ☐2 ☐3 ☐4 ☐5

17. Is prepared for site activities and responsibilities ☐1 ☐2 ☐3 ☐4 ☐5

18. Displays resourcefulness and innovation ☐1 ☐2 ☐3 ☐4 ☐5

19. Exhibits positive decision-making and problem-solving skills ☐1 ☐2 ☐3 ☐4 ☐5

20. Upholds professional conduct and the code of ethics in this field ☐1 ☐2 ☐3 ☐4 ☐5

Total for items in Section IV: \_\_\_\_\_ OVERALL TOTALS: \_\_\_\_\_

ADDITIONAL COMMENTS (use additional pages if necessary):

Cooperating Teacher Signature (if digitally submitted, please type): \_\_\_\_\_ Date: \_\_\_\_\_

If you have questions/concerns, contact the Field Experience Coordinator at:

To: Sponsor Teacher, School Principal

From:

Re: Education Field Experience

Course # and Title: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Student Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Approximate Hours of School Observation Requesting: \_\_\_\_\_

On behalf of (*institution*), thank you for consideration of allowing our student to complete his/her field experience assignment at your school. The student is expected to follow the ethics and professional standards of the teaching profession and abide by the rules and policies of the district/school.

In the best interest of the children and the teaching profession, *institution* students will be required to observe or participate in instruction in a classroom setting and then share reflections related to their experiences through their classroom discussion and assignments. Education students have been informed of how to maintain confidentiality during this process. Students may observe, assist small groups of young learners or teach a class. If you have any questions regarding the role of the student asking to participate in your classroom, or if any student concerns arise, please do not hesitate to contact the student's instructor.

Giving our students the opportunity to be in your classroom is a valuable and essential component of our ability to prepare them for both the joys and challenges of the teaching profession. We appreciate you and the gracious experiential contribution you offer to students attending *institution*.