WRITING THE FINAL EVALUATION REPORT

CLASS PROFILE

The class profile should contain a description of the student teaching placement:

- Location
- Total number of students in the classes
- Ethnic diversity
- Socio-economic status (optional)
- Number of students receiving special services (special education, gifted, Title I, etc.)
- Textbooks and/or program(s) (optional)
- Classroom aide

INSTRUCTIONAL AND PROFESSIONAL COMPETENCIES

Give a rating and write a summary statement for each domain. To touch upon each criterion is ideal, however, this is not absolutely necessary. Do, however, keep in mind that your summary statements should correlate with your ratings. Summary statements should speak to both strengths and areas for growth. Please keep in mind that statements regarding areas for growth should be stated in a positive manner.

DISPOSITIONS

Rate each item. You do not need to write a summary statement for this section because each of these items is pretty explicit. Should you have specific comments for this section, they can be included in the concluding statement.

CONCLUDING STATEMENT

The concluding statement should address personal characteristics and professional competencies as appropriate to the teacher candidate and the placement. This statement should contain information relating to any or all of the following.

- Personal Characteristics: demeanor, appearance, vitality, poise, confidence, sense of humor, common sense, interpersonal relationships, sensitivity, positivism, attendance, punctuality, etc.
- Professional Competencies: committed to teaching, enthusiastic, student-oriented, efficient, flexible, willing to do extras, follows suggestions, makes contributions beyond what is expected, etc. This statement should describe the range of the teacher candidate’s responsibility, as well as any additional activities that were planned and implemented.