

## **MIDTERM & FINAL EXIT CONFERENCES**

### **MIDTERM EVALUATION CONFERENCE SCHEDULE/PLAN**

- The Master Teacher will fill out a midterm evaluation on the student and submit it. Directions on how to log in and access the midterm evaluation will be posted on the website under the title *Instructions for Submitting Midterm and Final Evaluations*.
- The student will also complete a midterm self-evaluation and share it at the conference. (Submit via LiveText under Forms Tab)
- The University Supervisor will complete a midterm evaluation of the student.
- The midterm evaluation of the Apprentice student completed by the Master Teacher should be printed (prior to submission) and then submitted prior to the conference. The Master Teacher should discuss the evaluation with the student prior to the conference. The student should then bring a copy of the form to the conference to turn in to the University Supervisor.
- The Apprentice, University Supervisor, and Master Teacher will sign off on the original Midterm Evaluation Form completed by the Master Teacher which will be placed in the student's folder in the Teacher Education office.

*These are possible suggestions to use as you prepare for your midterm conferences.*

- The University Supervisor may want to email Master Teachers and ask them to check their schedule and get back to you ASAP to sign up for a convenient time to meet.
- If you have multiple students at the same school, you may find it easier to establish a date (with your Building Coordinator if a PSN school) and provide a sign-up sheet for the Master Teachers to identify a convenient time to meet (during their planning time or before or after school).
- It is helpful to email the teacher beforehand to identify any concerns that may arise or that you need to address.
- Most midterm conferences last between 20 and 45 minutes and are held at the school.

*Two suggested ways to conduct the midterm evaluation conference:*

- 1.) Spend approximately 10-15 minutes with Master Teacher, and then meet with Apprentice and Master Teacher together.
- 2.) Meet together with the Master Teacher and the Apprentice at the same time.

### **FINAL EXIT CONFERENCES**

- **Exit Conferences will be held the last two weeks of the Apprenticeship Experience. These conferences can be held at the student's school or at Augusta State University. Master Teachers are not required to attend unless there are any problems. The *E-Portfolio* including the *ISL* should be submitted in LiveText prior to the conference on the published due date. See the *Apprenticeship Exit Interview E-Portfolio Checklist* for specifics of expectations for conference.**
- **If a student is graduating, the *Electronic Portfolio* must be checked at the Exit Conference or they cannot graduate. The University Supervisor is responsible for checking each student's Portfolio.**
- **Master Teachers will follow the directions on the website for submitting the Final Evaluation. Apprentices and University Supervisors will do a final evaluation and submit via LiveText.**
- **University Supervisors only will electronically sign the Teacher Guarantee Form which will be attached to the Final Evaluation form.**
- **The E-portfolio will be turned in the semester of graduation (by the end of the 13<sup>th</sup> week of the semester).**