

Midterm & Final (End of the Semester) Expectations:

****Mid-Term is a crucial meeting to determine whether the Teacher Candidate is passing or failing.***

- The Practicum Teacher Candidate, Mentor Teacher and University Supervisor will meet for a midterm evaluation conference. Mentor Teachers will have submitted a **Midterm Evaluation** of the Teacher Candidate prior to the meeting. Directions for completing and submitting the evaluation are on the website. The password is confidential and will change each semester. Mentor Teachers will receive an e-mail from the University Supervisor containing **confidential** user and password information prior to midterm. Mentor Teachers must open up and **complete both sections** (*Evaluation and Dispositions*) of the evaluation adding comments and noting absences and tardies in the *Dispositions* section. The Mentor Teacher should print a copy for his/her records before submitting and go over the evaluation with the Teacher Candidate **before** the scheduled midterm conference with the supervisor.

*** Midterm meetings will be held one week prior to the Teacher Education ASU midterm date! Teacher Candidates (after consulting with their University Supervisor) will sign-up for scheduled dates and times. The University Supervisor will meet with the Practicum Teacher Candidate and the Mentor Teacher at the respective schools of the Practicum teachers.**

*** The Midterm Evaluation should already be completed, submitted in LiveText and discussed (between the Teacher Candidate and Mentor Teacher) prior to the scheduled meeting. It is very important at this point to determine whether the Practicum Teacher Candidate is passing or failing at midterm (and *indicate* that on the evaluation form).**

*** Final Conferences: Mentor Teachers are not required to attend unless requested to by the University Supervisor. Final Evaluations should have been submitted by the end of the final week of Practicum via Livetext and already discussed by the Mentor Teacher and Practicum Teacher Candidate before the ASU Exit Interview. Final Exit Interviews will be scheduled during the last two weeks of the semester. This meeting can be held at ASU or the respective school (as determined by the University Supervisor). If there are problems at the end of the practicum, the meeting will be held at the Practicum Teacher Candidate's school with appropriate personnel.**