

# **Augusta State University MAT Graduate Field Experience Collaborating Teacher Information**

Thank you so much for agreeing to accept Augusta State University Masters of Arts in Teaching (MAT) teacher candidates for a field experience in your classroom.

Since this field experience is often the MAT teacher candidate's initial experience in education, the focus of the field experience is to acquaint the students with school from the other side of the desk and help the teacher candidates answer the question, "Do I want to become a teacher?"

We appreciate you agreeing to be a part of this partnership. We know the field experience will be valuable for ASU's teacher candidate, and we hope that it will be valuable for your students as well.

Here are a few points about the Field Experience:

- MAT teacher candidates are just beginning their coursework in education. Most have had no "teacher training," so they will benefit greatly from your modeling of effective teaching practices.
- We would like for MAT teacher candidates to spend most of their time actively participating with learners under your supervision.
- MAT teacher candidates will bring a "Collaborating Teacher Packet" on their first day. It will contain contact information on the teacher candidate, a contract which you and the MAT teacher candidate should go over together and sign, a log sheet which the MAT teacher candidate will present to you, after or on each visit for you to sign verifying the hours spent under your supervision, and a final evaluation form. Please give the signed contract, the log sheet and the evaluation form to the teacher candidate on the final visit to return to the instructor. Please keep copies for your files.
- Instructions for completing the final evaluation of the teacher candidate can be obtained from the Building Coordinator or just type in the link provided on the third page (see the teacher contract) and complete the form. Please complete the evaluation prior to the final day of the candidate's scheduled experience and review the results with the candidate. You will also want to print a copy and give it to the teacher candidate. The evaluations must be completed by:  
FALL SEMESTER- December 1<sup>st</sup>  
SPRING SEMESTER- May 1<sup>st</sup>

**Again, we appreciate your willingness to host our teacher candidates and give them this opportunity to work with your students.**

**Please contact ASU if you have questions or concerns:**

**Christine McKinney  
Field Experience Coordinator  
Augusta State University  
2500 Walton Way, Box 201  
Augusta, Georgia 30904  
706-667-4109  
[cmckinn6@aug.edu](mailto:cmckinn6@aug.edu)**

## ASU Teacher Candidate/Collaborating Teacher Contract Masters of Arts in Teaching Program

**Circle appropriate program:**

MAT Early Childhood Education    MAT Foreign Language    MAT Health and Physical Education  
MAT Middle Grades Education    MAT Music Education    MAT Secondary Education    MAT Special Education

ASU Teacher Candidate Name (Print)	Today's Date
ASU Email address	Other Email address
Best phone number	Other phone number
ASU Instructor(s)	Course Numbers
	Instructor's Email Address

### ASU Teacher Candidate Contract

As an Augusta State University MAT teacher candidate completing the Field Experience, I agree to the following:

- I will model professionalism in my appearance, demeanor, and language.
- I will cooperate with my Collaborating Teacher and follow all school policies and procedures. I will complete assignments given to me by my Collaborating Teacher to the best of my ability.
- I will complete a minimum of 30 hours of field experience during the semester. My Collaborating Teacher and I have agreed on a schedule.
- Deviation from the schedule is acceptable only with prior approval of my Collaborating Teacher. If an emergency arises that affects my attendance, I will contact my Collaborating Teacher immediately and will make arrangements to make up the time.
- I will keep an accurate log of my attendance in a folder housed with my Collaborating Teacher. I will ask him/her to sign the log each visit. I will ask for the original copy of the log on the last observation and will take it to my instructor(s) for verification of my field experience hours. I will also enter my hours electronically in Elroy, using the directions for attendance documentation for MAT candidates found on the Teacher Education website at: [http://www.aug.edu/teacher\\_development/fieldexperience.htm](http://www.aug.edu/teacher_development/fieldexperience.htm).
- If I choose to discontinue the field experience, I will contact my Collaborating Teacher, my ASU Instructor(s), and the Graduate Field Experience Coordinator immediately.
- I have read and understand the Student Code of Ethics (ASU Catalog in "Statement of Student Rights and Responsibilities.") If it is determined that any part of my Field Experience or documentation violates the Code (plagiarism, false record of hours, work evidence, etc.), I understand that an intervention meeting will be held with possible removal from the program.

\_\_\_\_\_  
ASU Teacher Candidate

\_\_\_\_\_  
Date

## Collaborating Teacher Contract

I agree to the following:

- I will read the ASU teacher candidate contract.
- I will verify the ASU teacher candidates' attendance during the field experience.
- I will model best practices in the classroom and provide on the job training.
- I will involve the ASU teacher candidate as much as possible in the day to day environment of the classroom so they may get as much experience as possible in classroom management, organization, planning and teaching lessons, and the daily routines, procedures, and expectations required of certified teachers.
- I will complete one on line lab evaluation of the ASU teacher candidates' experience @ [http://www.aug.edu/school\\_of\\_education/pages/livetext.htm](http://www.aug.edu/school_of_education/pages/livetext.htm) . The evaluations will be completed by  
FALL SEMESTER- December 1<sup>st</sup>  
SPRING SEMESTER- May 1<sup>st</sup>
- I will discuss the evaluation with the candidate pointing out their strengths and areas needing improvement.

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Collaborating Teacher Signature

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Date

**Collaborating Teacher: Please keep a copy of this form for your records.**

**ASU Teacher Candidate: You must complete 3 copies of this document. One copy will be left with your Collaborating Teacher and the other will be returned to the MAT Coordinator, Andre Goodman. The third copy is for your records.**

# **Collaborating Teachers-** **Please take a moment to give us feedback on the field experience in general.**

ASU Teacher Candidate: \_\_\_\_\_  
School: \_\_\_\_\_  
Grade level: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

What were the positive experiences for your students?

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What were the negative experiences for your students?

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Please make suggestions that could improve the experience for ASU teacher candidates and/or your students.

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**Thank you for hosting ASU Teacher Candidates!**

Please return forms to:  
Christine McKinney, Field Experience Coordinator  
Augusta State University, Box 201  
Augusta, Georgia 30904  
Email: cmckinn6@aug.edu  
Fax: 706-729-2276

**\*This is the evaluation that you will be asked to complete online. You will want to print a copy of the evaluation to give to the student! The on-line version has a place to mark- N/O- Not observed.**

**AUGUSTA STATE UNIVERSITY  
Evaluation Form**

Teacher Candidate \_\_\_\_\_

Master/Mentor Teacher: \_\_\_\_\_

Date \_\_\_\_\_

School \_\_\_\_\_

The following form should be used to evaluate the teacher candidate at a level of competence expected of a proficient beginning teacher. In order to be guaranteed by Augusta State University there should be no more than two scores below the proficient level (3) in any one area at the end of apprenticeship/practicum. This form is to be completed and shared once at mid-term and at apprenticeship/practicum's end by Teacher candidate and Master/Mentor Teacher.

**Rating Scale**

4 = exemplary level - level of excellence/mastery

2 = in progress level - approaching competence

3 = proficient level - level of competence

1 = unsatisfactory level - not competent at this time

Component	Unsatisfactory	In Progress	Proficient	Exemplary
Score	1	2	3	4
<b>Professional Responsibilities</b>				
1. Demonstrates promptness and punctuality in agreed upon responsibilities.	Teacher candidate is consistently late to functions and misses due dates on reports	Teacher candidate has to be reminded about starting time and due dates before being prompt	Teacher candidate is on time except for 1 or 2 functions; most due dates are met for reports	Teacher candidate is on time to all functions; all due dates are met for all reports
2. The candidate uses suggestions and feedback to take responsibility for planning, instruction, and management.	When the student has difficulty, the Teacher candidate either gives up or blames outside factors for the students' lack of success. Teacher candidate makes no effort to use suggestions offered.	Teacher candidate attempts to find ways to help specific students who are not meeting the learning goals but has a limited repertoire of strategies. Teacher candidate makes effort to make use of suggestions discussed.	Teacher candidate suggests specific, practical actions that he or she intends to take to help specific students who are not successful. Demonstrates use and improvement on most areas discussed.	Teacher candidate continually seeks effective approaches for students who need help, soliciting additional resources from other professionals. Demonstrates use and improvement on all areas discussed.

3. Participates in school functions.	Teacher candidate is unaware of resources OR does not attempt to use them despite an obvious need OR does not share with colleagues.	Teacher candidate demonstrates knowledge of resources and attempts to consult with colleagues when necessary on matters related to learning and instruction.	Teacher candidate collaborates with colleagues outside of his or her own classroom to coordinate learning activities, address concerns and locate resources.	Teacher candidate initiates collaboration with specialists such as ESL, Speech Pathologist, etc.
4. Communicates with parents	Teacher candidate demonstrates no knowledge of forms of communication that he or she can use to communicate with parents, guardians or other school personnel OR makes no attempt when it is clearly necessary.	Teacher candidate demonstrates knowledge of forms of communication that he or she can use to communicate with parents, guardians or other school personnel about students for various purposes.	Teacher candidate can describe situations in which she or he has communicated or would communicate with parents, guardians or other school personnel regarding specific students and indicates the form he or she would use.	AND Teacher candidate has a documentation log of parent or guardian communication. Response to parent concerns is handled in a professional manner.
5. Demonstrates acceptable communication skills	Teacher candidate often communicates using unacceptable skills	Teacher candidate communicates ineffectively at times using incorrect grammar or rambling through explanations of content	Teacher candidate communicates effectively using grammatically correct language.	AND Teacher candidate demonstrates confidence, eye contact, and appropriate listening skills during communication with others
<b>Planning &amp; Reflection:</b>				
6. Plans prepared in advance and builds on previous lessons	Teacher candidate does not explain how the content of this lesson relates to the content of previous or future lessons OR is illogical or inaccurate.	Teacher candidate attempts to explain how the content of this lesson relates to the content of previous or future lessons, but not clearly.	Teacher candidate explains how the content of this lesson relates to the content of previous or future lessons or other topics.	AND Teacher candidate accurately explains how that content of this lesson fits within the structure of the discipline.
7. Plans for differentiated student-centered/active learning and incorporates objectives	Teacher candidate does not articulate clear learning goals OR has chosen goals	Teacher candidate articulates moderately clear learning goals that are	Teacher candidate articulates clear learning goals and provides a well-	Teacher candidate articulates clear, student centered, learning goals that

and standards	that are inappropriate for the students.	appropriate for most of the students.	thought out explanation of why they are appropriate for the students.	are appropriate for varying learning needs of groups of students.
8. Shows appropriate pacing/flow/flexibility, planning for transition and materials.	Lesson plans do not show no flexibility, awareness, or planning for pacing or transitions.	Moderately appropriate for pacing, planning for transition, smooth flow, and materials. Modifications to plans may be needed.	Lesson plans are appropriate for pacing, planning for transition, smooth flow, and materials.	Lesson plans demonstrate well thought out placing, planning for transition, smooth flow, and materials.
<b>Management</b>				
9. Maintains classroom routines and promotes student responsibility for actions.	Teacher candidate is unaware of, non-responsive to or over-reactive to student behavior	Teacher candidate generally is aware of student behavior and attempts to respond to misbehavior but with uneven results.	Standards of conduct are clear. Teacher candidate is alert to student behavior at all times and responds to student misbehavior with success.	Monitoring by Teacher candidate is subtle and preventive. Teacher candidate response to misbehavior is sensitive to students' individual needs.
10. Has effective and appropriate rapport with students	Teacher candidate interaction with at least some students is unfair, demeaning or sponsors an environment of conflict.	Teacher candidate-student interactions are fair but may reflect occasional inconsistencies. A basic level of rapport is evident.	Teacher candidate-student interactions are friendly and demonstrate rapport.	Teacher candidate successfully establishes respect and rapport in ways that are appropriate to students' diverse backgrounds and needs.
11. Gives clear directions and redirects students as needed allowing for smooth transitions.	Teacher candidate communicates explicitly or implicitly to individuals, to groups or to the class that they are incapable of learning or that the Teacher candidate's expectations for their learning are very low. Uses an ineffective gathering and dispersal routine. Uses incomplete and indecisive directions	Instructional goals and activities, interactions and the classroom environment convey inconsistent expectations for student achievement. Use an inconsistent gathering and dispersal routine. Sometimes uses incomplete and indecisive directions	Instructional goals and activities, interactions and the classroom environment convey consistently high expectations for student achievement Often uses effective gathering and dispersal routines. Often uses complete and concise directions	Teacher candidate demonstrates high expectations for all students through the planning of learning activities, interactions and the classroom environment. Teacher candidate always uses and enforces effective gathering and dispersal routines. Teacher candidate always uses complete and concise directions

12. Uses time wisely	<p>Teacher candidate allows frequent off-task behavior</p> <p>Teacher candidate has routines that do not create smoothly running and time saving techniques.</p>	<p>Class is disjointed with some off-task behaviors</p> <p>Teacher candidate has a few routines that create some smooth running and time saving techniques:</p>	<p>Class runs smoothly with few off-task behaviors</p> <p>Teacher candidate has routines that create smoothly running and time saving techniques.</p>	<p>Students are actively engaged with no off-task behaviors.</p> <p>Teacher candidate has routines that create the optimal time saving techniques.</p>
<b>Teaching Ability</b>				
13. Demonstrates appropriate content knowledge	The content appears to be incomprehensible to the students OR the lesson contains substantive inaccuracies.	The content is accurate, the structure of the lesson is coherent and most of the students become engaged with the learning.	Students are engaged with the content, and content is meaningful to them on some level. Activities make sense conceptually and lesson seems to flow.	AND Teacher candidate used a variety of methods to link content with prior knowledge and interrelated ideas or current processes in this lesson.
14. Focuses on meeting individual student needs	Teacher candidate displays little knowledge of students' skills, knowledge or cultural heritage and does not indicate that such knowledge is valuable.	Teacher candidate recognizes the value of understanding students' skills, knowledge and cultural heritage but displays this knowledge only for the class as a whole.	Teacher candidate displays knowledge of students' skills, knowledge and cultural heritage for groups of students and recognizes the value of this knowledge.	Teacher candidate displays knowledge of students' skills knowledge, and cultural heritage for each student including those with special needs.
15. Uses multiple resources, and teaching techniques including technology	Materials, methods, activities or technology do not support the goal of the lesson or engage students in meaningful learning.	Teacher candidate chooses some materials, methods, activities, or technologies that are aligned with the goals of the lesson and are appropriate to the students.	Most of the learning activities are suitable to students and goals. Progression of activities in the unit is fairly even and engages students.	Teacher candidate chooses materials, activities, methods or technologies that allow a differentiated learning experience for individual students or groups.
16. Uses a range of questions (convergent - divergent)	Teacher candidate discourages students from	Teacher candidate encourages students to	Teacher candidate encourages students to	Teacher candidate encourages students to

	thinking independently, creatively or critically.	problem solve creatively or critically in the context of the content being studied.	problem solve and think independently, creatively or critically about the content using higher order questions and adequate time for students to respond.	problem solve and think independently, creatively or critically about the discipline being taught, using higher level questioning techniques.
17. Adjusts instruction to changes in conditions; uses learner contributions	Teacher candidate makes no attempt to determine whether students understand during the lesson and gives them no feedback.	Teacher candidate monitors the students understanding of the content during the lesson. Students receive feedback as necessary.	Teacher candidate monitors groups of students and makes appropriate instructional adjustments. Students receive substantive and specific feedback.	Teacher candidate monitors individual student understanding and adjusts instruction. Provision is made for students to use feedback in their learning.
18. Uses instructional time effectively	No routines are evident. Pacing of the lesson is inappropriate to the content and/or the students. Substantial amounts of time are spent on activities of little instructional value.	Routines are evident. Pacing of the lesson is appropriate for most of the students. Non-instructional procedural matters do not occupy an excessive amount of time.	Teacher candidate provides students with activities of instructional value for the entire time and paces them appropriately. Non-instructional procedures are performed efficiently.	Digressions from the planned activities do not constitute a waste of time if they result in valuable learning. If work is completed early, students are given relevant and meaningful work.
19. Provides practice opportunities for objectives	No practice opportunities are provided for new material.	Practice opportunities are planned but not consistently provided.	Some practice opportunities are provided to reinforce new skills.	Multiple opportunities for guided practice to reinforce new skills are provided prior to assessments.
20. Shows enthusiasm, warmth, friendliness	Teacher candidate has negative reactions to students and responds inappropriately to students.	Teacher candidate appears to be uncomfortable and shows lack of desire to respond to students in the classroom.	Teacher candidate interacts appropriately with children demonstrating moderate enthusiasm.	Teacher candidate shows genuine enthusiasm, warmth, and friendliness toward students. Desire for working with students is apparent.
<b>Ability to Assess</b>				
21. Uses multiple strategies	Teacher candidate has not	Assessment criteria and	Assessment criteria and	AND Teacher candidate

	provided criteria or standards for evaluating student learning OR inappropriate criteria.	standards have been developed, but they are either not clear or have not been communicated to students.	standards are clear and aligned with the goals of the lesson.	attempts authentic assessment strategies that are aligned with the goals of the lesson.
22. Uses assessment to guide further instruction	Assessment data is not considered when making instructional decisions.	Consideration is given to previous data to make instructional decisions.	Assessments are used during instructional to make instructional decisions.	Uses assessment data to guide instructional planning prior to and during instruction to make instructional decisions.
23. Provides timely feedback to students	Student is given little or no feedback about progress.	Feedback is often too little or too late to be used to inform student progress.	Teacher candidate often provides feedback that can be used to inform student progress.	Teacher candidate always provides prompt, immediate feedback to students that can be used to inform student progress.
24. Connects assessment to objectives and standards	Teacher candidate has not provided criteria or standards for evaluating student learning OR inappropriate criteria.	Assessment criteria and standards have been developed, but they are either not clear or have not been communicated to students.	Assessment criteria and standards are clear and aligned with the goals of the lesson.	Teacher candidate attempts authentic assessment strategies that are aligned with the goals of the lesson.
25. Promotes self assessment by students	Teacher candidate provides no opportunities for the student to self assess their own progress.	Teacher candidate provides few opportunities for the student to self assess their own progress.	Teacher candidate provides some opportunities for the student to self assess their own progress.	Teacher candidate provides frequent opportunities for the student to self assess their own progress providing opportunities to improve their skills.

### Professional Dispositions for Effective Educational Professionals

**Definition:** An effective educator is critical, flexible, creative, empathetic, responsive, enthusiastic, inclusive and reflective in his/her thinking about teaching, and learning.

Disposition	1 Unsatisfactory level	2 In progress level	3 Proficient Level	4 Exemplary Level
<p><b><u>Prepared</u></b></p> <p><b>Critical thinkers about the process of teaching and learning.</b></p>	Interactions and dialogue fail to focus on teaching and learning. Tasks are not completed and no actions address meeting the learning needs of all students.	Interactions and dialogue address completing tasks related to teaching and learning.	Interactions and dialogue address the quality of teaching and learning with an emphasis on understanding and supporting the individual needs of all learners. The relationship between teacher performance and student performance is critically analyzed. Adjustments in curriculum, instruction, and assessment are attributed to this analysis.	Interactions and dialogue consistently address the quality of teaching and learning with an emphasis on understanding and supporting the individual needs of all learners. The relationship of teacher performance, student performance, and support services are critically analyzed. This analysis provides formative and summative data for adjustments in curriculum, instruction, and assessment.

Disposition	1 Unsatisfactory level	2 In progress level	3 Proficient Level	4 Exemplary Level
<p><b><u>Able</u></b></p> <p><b>Creative, challenging, and flexible in the education process</b></p>	Interactions and dialogue fail to demonstrate a commitment to providing a creative, challenging, and flexible learning environment that supports all students fairly and equally	Interactions and dialogue suggest some intention for providing a creative, challenging, and flexible learning environment that supports all students fairly and equally.	Interactions and dialogue provide a creative, challenging, and flexible learning environment that supports all students fairly and equally.	Interactions and dialogue provide evidence of multiple approaches to providing a creative, challenging, and flexible learning environment that supports all students fairly and equally. Regular, consistent monitoring of the educational processes guide school improvement.
<p><b><u>Responsive</u></b></p> <p><b>Empathetic, inclusive, and enthusiastic in relations with students, parents and peers.</b></p>	Interactions and dialogue are limited and generic in nature. No evidence of ability to be caring when interacting with students, peers, or parents. There is no viable learning community to demonstrate being empathetic (caring), inclusive, and enthusiastic towards students, peers, and parents.	Interactions and dialogue are centered of meeting the needs of students, peers, and parents. Interactions and dialogue seldom go beyond required duties. Some behaviors (verbal and nonverbal) indicate caring for students, peers, or parents.	Interactions and dialogue are centered on meeting the development needs and concerns of students. A variety of verbal and nonverbal behaviors clearly demonstrate caring for all students, peers, and parents. A learning community is active and behaves in an empathetic (caring), inclusive, and enthusiastic manner	Interactions and dialogue are centered on a comprehensive approach for meeting the developmental needs of students. The voices of students, parents, and the community are sought in a proactive way. The learning community demonstrates a strong and consistent commitment for being empathetic (caring) inclusive, and enthusiastic when responding to individuals.