

MIDTERM & FINAL EXIT CONFERENCES

MIDTERM EVALUATION CONFERENCE SCHEDULE/PLAN

- The Master/Mentor Teacher will fill out a Midterm Evaluation on the student and submit via LiveText. Directions on how to log into LiveText and access the account are on the website under the title *Instructions for Submitting Midterm and Final Evaluations*.
- The student will 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 Practicum student completed by the Master/Mentor Teacher should be printed (prior to submission) and then submitted via *LiveText* prior to the conference. The Master/Mentor Teacher should discuss the evaluation with the student prior to the conference. The student should then bring two copies of the form to the conference. The original (signed and dated) is turned into the University Supervisor at the conference.
- The *Practicum Student, University Supervisor, and Master/Mentor Teacher* will sign off on the original Midterm Evaluation Form completed by the *Master/Mentor 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/Mentor 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 PDS school) and provide a sign-up sheet for the Master/Mentor 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:*
 - * Spend approximately 10-15 minutes with Master/Mentor Teacher, then meet with student and Master/Mentor Teacher together.
 - * Meet together with the Master/Mentor Teacher and the student at the same time.

FINAL EXIT CONFERENCES

- Exit Conferences will be held the last two weeks of the Apprenticeship/Practicum Experience. These conferences can be held at the student's school or at Augusta State University. Master/Mentor teachers are not required to attend unless there are any problems. The *E-Portfolio* including the *ISL* should be submitted in Live Text prior to the conference on published due date. See *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.
- ASU Supervisors, Master/Mentor Teachers, and Apprentice/Practicum students 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.
- **NOTE FOR PRACTICUM SUPERVISORS:**
If a student isn't graduating until the following semester, the University Supervisor is responsible for checking all Exit Interview Requirements (as they relate to practicum) for Apprenticeship/Practicum (not the entire E-Portfolio). Then, the E-portfolio will be turned in the semester of graduation (by the end of the 13th week of the semester) and will be checked by a faculty member of the Department of Teacher Education.