

Evaluations of CMU Pre-Student Teachers

Just after the fourth week of pre-student teaching, the Cooperating Teacher and the Student Teacher will independently complete and print or save an online evaluation of the Student Teacher's progress in six different areas: planning, teaching, classroom management, assessment, professionalism, and communication. The Student Teacher and the Cooperating Teacher are then to meet to compare and discuss their evaluations and to plan for subsequent improvements. A similar process occurs at the end of pre-student teaching. The progress and final evaluation forms are identical. Completing both evaluations provides the Student Teachers and Center for Clinical Experiences with crucial feedback regarding the strengths and weaknesses of individual teaching candidates, as well as CMU's teacher preparation program.

Progress Evaluation Directions:

1. The Pre-Student Teacher initiates this process using this link
https://ehsportal.cmich.edu/forms/cce-teaching_eval.php
2. Under the Pre-Student Teaching heading - click on **Progress Evaluation**.

The screenshot shows the CEHS Portal interface. At the top, there is a yellow header with 'CEHS Portal' and a dark purple bar with 'FORMS'. Below that, a breadcrumb trail reads 'Forms » CCE: Clinical Experience Evaluation'. The main heading is 'Clinical Experience Evaluations'. There are two main sections: 'Student Teaching' and 'Pre-Student Teaching'. Each section has a 'Begin a new:' label followed by two buttons: 'Progress Evaluation' and 'Final Evaluation', separated by 'or'. A red box labeled 'CLICK HERE' is positioned above the 'Pre-Student Teaching' section, with a red line pointing to the 'Progress Evaluation' button.

3. The Pre-Student Teacher completes the first page of the progress evaluation form, which contains information about the student teacher, and the Cooperating Teacher. *It is crucial that the Cooperating Teacher's email address is entered correctly, so **check to see that this has been done**.* Once the first page of the evaluation form is finished, click on **submit**. This will send a link to the Cooperating Teacher that they will use to access and complete her own evaluation form.
4. The Pre-Student Teacher must then complete his/her self-evaluation using the progress evaluation form, making sure to **print or save a copy** when finished.
5. The Cooperating Teacher must complete the progress evaluation form for his/her student teacher, making sure to **print or save a copy** when finished.
6. The Pre-Student Teacher and Cooperating Teacher are to meet to compare and discuss their evaluations and to plan for subsequent improvements. Those plans should focus on specific things the Pre-Student Teacher must do in order to improve in the deficiencies identified by the Cooperating Teacher. **This is the most important part of this process**, and it is the responsibility of the Pre-Student Teacher to see that this is done successfully.
7. The Center for Clinical Experiences will automatically receive electronic copies of both evaluations and can be asked to provide them if the Pre-Student Teacher or Cooperating Teacher neglected to save their forms.

Final Evaluation Directions:

1. The Pre-Student Teacher initiates this process using this link
https://ehsportal.cmich.edu/forms/cce-teaching_eval.php
2. Under the Pre-Student Teaching heading - click on **Final Evaluation**.

This screenshot is identical to the one above, showing the CEHS Portal interface. The 'Pre-Student Teaching' heading is highlighted with a red box and a 'CLICK HERE' label. A red line now points to the 'Final Evaluation' button in the 'Pre-Student Teaching' section.

3. The Pre-Student Teacher completes the first page of the final evaluation form, which contains information about the pre-student teacher, and the Cooperating Teacher. *It is crucial that the Cooperating Teacher's email address is entered correctly, so **check to see that this has been done**.* Once the first page of the evaluation form is finished, click on **submit**. This will send a link to the Cooperating Teacher that he/she will use to access and complete the final evaluation form.
4. The Pre-Student Teacher must then complete his/her self-evaluation using the progress evaluation form, making sure to **print or save a copy** when finished.
5. The Cooperating Teacher must complete the progress evaluation form for him/her student teacher, making sure to **print or save a copy** when finished.
6. The Cooperating Teacher must complete the final evaluation form for his/her student teacher. When finished, the university will be automatically notified, and a link will be sent to the Pre-Student Teacher so he/she can access the final evaluation.
7. The Center for Clinical Experiences will review, comment on, submit, and print/save the final evaluation form.