

Evaluations of CMU Student Teachers

Just after the fourth week of 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 student teaching; however, at that time, only the Cooperating Teacher completes a final evaluation. The progress and final evaluation forms are identical. Completing both evaluations provides the Student Teachers and University Coordinators 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 Student Teacher initiates this process using this link
https://ehsportal.cmich.edu/forms/cce-teaching_eval.php
2. Under the Student Teaching heading - click on **Progress Evaluation**.

CEHS Portal

FORMS

Forms » CCE: Clinical Experience Evaluation

Clinical Experience Evaluations **CLICK HERE**

Student Teaching

Begin a new: Progress Evaluation or Final Evaluation

Pre-Student Teaching

Begin a new: Progress Evaluation or Final Evaluation

If you need to make a change to your submission, please contact CCE at 989-774-4411 or by email at ehscc@cmich.edu

3. The Student Teacher completes the first page of the progress evaluation form, which contains information about the student teacher, the Cooperating Teacher, and the University Coordinator. *It is crucial that the Cooperating Teacher's and university coordinator's email addresses are 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 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 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 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 Student Teacher to see that this is done successfully.
7. The University Coordinator will automatically receive electronic copies of both evaluations and can be asked to provide them if the Student Teacher or Cooperating Teacher neglected to save their forms.

Final Evaluation Directions:

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

CEHS Portal

FORMS

Forms » CCE: Clinical Experience Evaluation

Clinical Experience Evaluations **CLICK HERE**

Student Teaching

Begin a new: Progress Evaluation or Final Evaluation

Pre-Student Teaching

Begin a new: Progress Evaluation or Final Evaluation

If you need to make a change to your submission, please contact CCE at 989-774-4411 or by email at ehscc@cmich.edu

3. The Student Teacher completes the first page of the final evaluation form, which contains information about the student teacher, the Cooperating Teacher, and the University Coordinator. *It is crucial that the Cooperating Teacher's and university coordinator's email addresses are 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 she will use to access and complete the final evaluation form.
4. The Student Teacher must then complete 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 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 Student Teacher so he/she can access the final evaluation.
7. The University Coordinator will review, comment on, grade/submit, and print/save the final evaluation form.