

AQUINAS COLLEGE SCHOOL OF EDUCATION
EN 201/501 Introduction to Education

Field Supervisor Observation Checklist

Student's Name _____ Date _____

Field Supervisor's Name _____

Placement School _____

Seminar Instructor _____

Essential Personal Characteristics

SCALE:

EE = Exceeds expectations for a novice Introduction to Education student.

ME = Meets expectations for a novice Introduction to Education student.

NI = Needs improvement to meet the expectations for a novice Introduction to Education student.

NM = Student has not met the expectations for a novice Introduction to Education student.

NA = No opportunity to observe this characteristic.

1. Meets the needs of the learner. _____
 - Identifies effective ways to relate to students.

2. Displays a genuine love of teaching students. _____
 - Honors, respects, and takes an interest in students.
 - Demonstrates a sense of humor.
 - Challenges self by taking the initiative to change and improve.
 - Shares personal passions with students and peers.

3. Understands the need to collaborate with other educators to create learning opportunities that ensure success for all students. _____
 - Follows timelines and schedules.
 - Relates appropriately to authority figures.

4. Uses a logical sequential process to solve problems. _____
 - Recognizes and identifies problems or issues as they arise.
 - Seeks information to verify the problem.
 - Seeks and utilizes resources that are available.
 - Responds in a flexible manner to needs as they arise.

5. Displays physical and emotional strengths that are necessary in the day-to-day execution of his/her job. _____
 - Exhibits proper appearance and manner that best reflects a good model for students, parents, and community.
 - Exhibits appropriate behavior for changing circumstances.
 - Exhibits self-confidence in his/her interactions.
6. Relates to work in an organized and dependable fashion. _____
 - Behaves in an ethical manner, with respect for all with whom he/she works.
 - Demonstrates punctuality in responding to requests, schedules, and calendars.
 - Exhibits self-discipline.
 - Maintains a level of organization called for by the day-to-day teaching demands.
7. Articulates high learning expectations for self and others and provides learning opportunities to achieve them. _____
 - Demonstrates equitable treatment of students.
 - Plans instructional strategies that take into account the physical, emotional, and intellectual abilities of the learner.
8. Evaluates self, taking advantage of professional growth opportunities to improve knowledge of teaching. _____
 - Seeks feedback on performance for purpose of improvement and adjusts strategies accordingly.
 - Demonstrates openness to new ideas.
9. Demonstrates cultural sensitivity. _____
 - Demonstrates respect in personal interactions and communication with all groups.
 - Demonstrates an awareness and understanding of various cultural, ethnic, religious, and racial groups.
10. Communicates effectively with others when writing or speaking. _____
 - Listens attentively when someone is speaking. Acknowledges speaker through appropriate verbal and non-verbal means.
 - Greets others in a friendly and positive manner. Makes appropriate introductions in greeting.
 - Follows conventional grammatical structure and language usage when communicating in written and/or spoken form.
 - Conveys ideas clearly and concisely.
 - Utilizes empathetic listening skills.
 - Interacts positively with students.
 - Demonstrates respect for the confidentiality of information regarding students, parents, and others. Relates only appropriate information in both formal and informal settings.
 - Makes an informative presentation using appropriate materials or equipment, audiovisual, computers, overlays, charts, graphs, etc.

- Demonstrates ability to diffuse anger when speaker is troubled or upset.

Instructional Competencies

1. Responds to student inquiries about the subject and elicits further inquiry by students. _____
2. Communicates positive expectations to all students. _____
3. Presents accurate information and makes connections to life experiences of the learner. _____
4. Plans and implements a lesson using elements of effective lesson design. _____
5. Uses a variety of instructional approaches to address a variety of learning needs. _____
6. Expresses an understanding of differences in how students learn. _____
7. Works with students to resolve conflicts amicably. _____
8. Observes others, has others observe self, reflects, and discusses possible improvements of the teaching-learning process. _____
9. Engages in self-assessment methods, interprets the results, and devises a plan for professional improvement. _____
10. Integrates technology in the creation and implementation of lesson plans to facilitate student learning. _____

General Narrative Comments

Please include statements for the Seminar Instructor noting specific strengths and weaknesses identified. Indicate whether or not the student kept up with their journal, followed recommendations given for improvement, and the how was relative success of those suggested changes. Attach additional sheets as necessary.