



## Student Teaching Observation Protocols

While student teaching, candidates shall have the following observations:

- **3 formal observations** conducted by the University Supervisor
- **3 formal observations** conducted by the Cooperating Teacher (same lessons)

### FfT Formal Observation Protocol:

1. Candidate sends the lesson plan to their University Supervisor and/or Cooperating Teacher at least **3 days in advance**.
2. Candidate & University Supervisor/Cooperating Teacher meet for **pre-conference** at least 1 day in advance.
  - *Discuss the lesson plan. Ask questions. Provide feedback. If any changes/additions are needed, let the candidate know.*
  - *Pre-conferences may be done in person, via videoconference, or via phone.*
  - **Submit lesson plan to CANVAS** after making any advised changes
3. University Supervisor/Cooperating Teacher conducts a 30- to 60-minute observation, taking evidentiary notes.
4. University Supervisor/Cooperating Teacher completes the Danielson Domain 2 & 3 Observation Form. List evidence from notes in appropriate component comment areas. (Provide advice and/or opinions separately from evidence.)
5. Candidate and University Supervisor/Cooperating Teacher meet for a formal **post-conference**.
  - *University Supervisor/Cooperating Teacher should guide the candidate in a professional conversation utilizing the evidence collected on the observation document, levels of performance, and discussion of strengths and growth opportunities.*
  - *Post-conferences may be done in person, via videoconference, or via phone.*
6. University Supervisor and Cooperating Teacher provide the candidate a copy of the evaluation document.
7. Candidate submits documents to CANVAS with reflection.