

Spring 2007

Dear Principal:

The OPSU Education Department would like to thank you for your help in the development of our teacher candidates. Your expertise, knowledge, and willingness to share your teachers will greatly enhance our candidates' success as a teacher. We appreciate your willingness to allow our teacher candidates to participate in observations and activities at your school. Our students receive invaluable instruction through your school during their field experience. We are grateful for your involvement.

Your teacher or teachers have been provided a Field Placement / Practicum Handbook, Affidavit of Supervision, and a Candidate Evaluation. Once the student has completed his/her field experience, the teacher will sign the affidavit and return it to the student. The teacher will also complete the Candidate Evaluation and return it to Oklahoma Panhandle State University in a self addressed envelope that is provided.

Each candidate will receive an individualized plan for his/her field experience. Candidates might be asked to tutor students as well as teach a lesson. The instructors for the field placement are (Practicum I) Dr. Russell Thatcher -- 349-1412 and (Practicum II) Mr. Jerry Mihelic -- 349-1438. Please feel free to call them for any assistance. Again, thank you for your invaluable help.

Sincerely,

Ms. Jeramie Mayer
Field Placement Director
Oklahoma Panhandle State University

Spring 2007

Dear Teacher:

The OPSU Education Department would like to thank you for your help in the development of our teacher candidates. Your expertise, knowledge, and willingness to share your talents will greatly enhance our candidates' success as teachers. We appreciate your willingness to allow our teacher candidates to participate in observations and activities in your classroom. Our students receive invaluable instruction through your classroom experiences during their field experience. We are grateful for your involvement.

Enclosed you will find a Field Placement / Practicum Handbook, Affidavit of Supervision, and a Candidate Evaluation. Once the student has completed his/her field experience, please sign the affidavit and return it to the student. Please also complete the Candidate Evaluation and return it in the self addressed envelope that is provided.

Each candidate will receive an individualized plan for his/her field experience. Candidates might be asked to tutor students as well as teach a lesson. The instructors for the field placement are (Practicum I) Dr. Russell Thatcher -- 349-1412 and (Practicum II) Mr. Jerry Mihelic -- 349-1438. Please feel free to call them for any assistance. Again, thank you for your invaluable help.

Sincerely,

Ms. Jeramie Mayer
Field Placement Director
Oklahoma Panhandle State University

AFFIDAVIT OF SUPERVISION
Student Field Observation

Student Name: _____ OPSU Course #: _____

OPSU Instructor: _____

Public School: _____ City & State: _____

Cooperating Teacher: _____

Please list hours, content areas, and grade levels on the back of this form.

The student will not receive credit for the experience until this document is returned signed by both persons indicated below.

Thank you for helping a future teacher!

I ATTEST TO THE FOLLOWING:

Total Number of Hours completed: _____

Signature of Cooperating Teacher

Date: _____

Printed or Typed Name of Building Principal

Signature of Building Principal

Date: _____

Oklahoma Panhandle State University School of Education

Candidate Evaluation

Please type/print:

Student Name: _____ Date: _____

School Name: _____

Grade Level: _____ Subject Area: _____

Supervising Teacher: Dr. Mr. Mrs. Ms. _____

3	2	1	N/O
Target	Acceptable	Unacceptable	Not Observed
Fully meets and <u>exceeds</u> expectations	Meets expectations; weaknesses may be found, but <u>overall</u> the expectations are met	Weaknesses are frequent and serious and must be addressed prior to positive rating	

Dispositions		3	2	1	N/O
1	Was the candidate punctual in reporting to your classroom?				
2	Did our candidate show eagerness towards education?				
3	Was our candidate courteous to you and the students?				
4	Was the student prepared to participate in your classroom?				
5	Did the candidate understand the processes involved in education?				
6	Did the candidate participate positively in your classroom?				
7	Did the candidate show initiative in your classroom?				
8	Was the student dressed in an appropriate manner?				
9	Did the student display self-reliance and problem solving behavior?				

Participation/Presentation					
	Did our candidate engage students in learning?				
	Did the candidate treat all students fairly?				
	Did the student make appropriate arrangements concerning lessons taught?				
	Did the candidate deal appropriately with students with special needs?				
	Did the candidate display knowledge of the subject matter taught?				
	Did the candidate utilize a variety of instructional strategies?				

Comments: (strengths/weaknesses/dependability) _____

Teacher Signature: _____ Date: _____