

## EDUC114/EDUC 115 Rating Form      for Teachers and Principals for Observers in their Early Field Experience

Our early field experience student is a guest in your classroom and we expect him/her to act accordingly: that is, to be present when expected, neatly dressed, on-time, courteous, and complying with all your expectations.

This is a form for principals and teachers to use to give us feedback on the field experience students from Emory & Henry College. As always, please feel free to call us at the Neff Center (944-6218) if there are any concerns or problems with early field experience students and their behavior in your school. Your perceptions of our early field experience students help us in our efforts to prepare them to be teachers. Please complete this simple form and **mail it to us via the attached envelope**. Should you misplace that envelope, please mail it to the following address:

Early Field Experience Coordinator  
Neff Center for Teacher Education  
Emory & Henry College, P.O. Box 947  
Emory, VA 24327

Early Field Experience Student \_\_\_\_\_

Host Teacher \_\_\_\_\_

School \_\_\_\_\_

Person completing this form \_\_\_\_\_

Date \_\_\_\_\_

Use a plus (+) to indicate *appropriate* or (-) to indicate *inappropriate* for each desired behavior. Use the spaces provided to write comments if so desired.

[   ] Dressed professionally \_\_\_\_\_

[   ] Attended consistently and on dates you expected/agreed upon \_\_\_\_\_

[   ] Arrived on-time \_\_\_\_\_

[   ] Left classroom at time agreed upon and in a manner not disruptive to your students  
\_\_\_\_\_

[   ] Let school and host teacher know of absences in advance \_\_\_\_\_

[   ] Conducted and discussed observations/participation in a professional and respectful manner  
\_\_\_\_\_

[   ] Interacted appropriately with students, teachers, administrators, and other staff in the school setting \_\_\_\_\_

[   ] Talked with you about teaching and learning, asked appropriate questions, respectful of your time \_\_\_\_\_

**Thank you for your participation in preparing future teachers.**

## RESPONSIBILITIES OF THE HOST TEACHER

Cooperating host teachers for early field experience students (EDUC 114/115) are selected by the school administration. These persons are chosen on the basis of their professional competence and willingness to collaborate with the College in preparing future teachers. Under the guidance and direction of the host teacher, the early field experience student will be introduced to the teaching profession.

The college is interested in providing prospective teachers with experiences that are realistic and which involve both observation and participation in activities related to teaching and learning. The nature of the specific activities and the balance between observation and participation will be decided by the host teacher. In making these decisions the teacher should remember that *the student is a novice who has had little or no experience managing children in a school setting.*

We hope the cooperating host teacher will assist with the prospective teacher's initial professional experiences by:

- a. helping to develop a realistic, yet positive view of pupils, teaching, and learning.
- b. providing opportunities to learn why teachers make particular decisions and the circumstances under which these decisions are made;
- c. providing opportunities to talk about teaching and learning;
- d. helping to know and understand the duties of a teacher;
- e. helping to know and understand the policies, procedures, and instructional expectations of the school and school system.