***Writing the Final Evaluation for Calvin University Teacher Interns***

The evaluation requires you to reflect on your teacher intern’s performance in a few different ways.

While the **Midterm Evaluation** proves very helpful in assessing progress at the mid-point, it will NOT become part of the permanent credential file for the teacher intern. This is a formative tool used to assess and guide progress.

The aggregate rating data helps us to assess our overall program. By looking at the data for all of our students, we are able to identify strengths as well as areas of our program that may need some additional effort.

As you fill out your evaluation, please remember to rate your student teacher as a *novice* teacher (not an experienced one). Consider where you would expect a *beginning* teacher to be in the given area and then rate your intern’s practice.

**Narrative responses** are electronically compiled at Calvin to form your *written recommendation* for the student and will include your name. This recommendation will become a part of the intern’s permanent credential file. Future employers have access to the credential file and the recommendation.

Please note:

* Early in your recommendation, it is helpful for you to include a brief description of the specifics of your placement for potential employers who are trying to determine how a candidate may respond to the various contextual factors impacting their school community.
* Use specific examples and observations that support your numeric ratings. Specific examples often help an employer differentiate between multiple stellar candidates. For instance:

“*The intern skillfully developed tiered lessons within her unit on poetry presenting challenges appropriate and enjoyable for the range of learners.”* is more helpful than a general comment like, *“The intern differentiated her lessons”.*

* Just as a report card becomes much more valuable when it includes anecdotal observations instead of general evaluative terminology, so too with this final evaluation.
* Your narrative response provides the opportunity for you to explain your ratings, therefore, you are encouraged to use precise language which may include the terminology associated with our numeric ratings (exceeded expectations, consistently met, met with some inconsistencies, etc.).
* Although it may be helpful for you to indicate how this intern compared in general to previous interns you’ve had, be careful not to reference other interns too specifically.
* It is important to honestly relay the strengths, successes, and exceptional practices of the intern as well as any concerns you may have. Reporting struggles or challenges may be more difficult to record. Again, specific examples prove very helpful.
* Please be sure to edit your written comments.
* You may find it helpful to read all of your comments as a narrative to see if they capture your assessment of your intern well.
* Feel free to consult the university supervisor when completing your final evaluation.

**Helpful phrases for relaying strengths**

* *Exceptional in….*
* *Highly motivated to….*
* *Superior in the area of ….*
* *Collaborative*
* *Dependable, punctual, professional….*

**Helpful phrases for sharing concerns**

* *Did best when working alongside a colleague in the area of ….*
* *May benefit from additional experience in ….*
* *Made progress, but must be encouraged to…..*
* *Must continue to focus on ….*
* *Is working toward…*