

Feedback Forms

In the spirit of life-long learning, Master of Arts in Teaching frequently reflects on the efficacy of the program, as well as the need to continually adapt to the demands of the classroom. We are also responsible for demonstrating the success of our program to accreditation agencies and to the organizations that provide our funding. For these reasons, we ask for feedback in several areas: from our students, mentors, cooperating teachers, college supervisors, faculty, and principals. The remainder of Appendix M consists of feedback forms which you have not seen in previous handbook chapters.

Marian College
School of Education

Intern Feedback: My College Supervisor (submitted online)

College Supervisor _____ Year _____

Use the following descriptors and place a check mark in the appropriate box:

- 5. Exceptional: Consistently exceeded expectations
- 4. Commendable: Sometimes exceeded expectations
- 3. Good: Met expectations
- 2. Uncomplimentary: Sometimes met expectations
- 1. Unsatisfactory: Did not meet expectations
- N/A: Not Applicable

Note: Please select one of the 6 scale options; do not select a mid-point.

Please rate your college supervisor and write in comments at the end:

	CATEGORY	5	4	3	2	1	N/A
1	Helped me reflect on my improvement						
2	Encouraged me to be flexible and make appropriate decisions						
3	Reflected a supportive yet critical attitude toward me						
4	Observed me regularly with good suggestions						
5	Offered positive feedback as well as suggestions for improvement						
6	Provided resources as needed for my teaching						
7	Was available for help (in person, by phone or by email)						
8	Encouraged me to achieve excellence, not mediocrity						
9	Helped me negotiate procedures to meet expectations of mentor						

APPENDIX L

Describe how well this supervisor provided the needed support and critique to help you improve and get ready for your first year of teaching:

Please list any areas in which your college supervisor could have provided more assistance and critique:

General Comments:

Marian College
School of Education

Intern Feedback: My Mentor/Cooperating Teacher (submitted online)

Mentor/Cooperating Teacher _____
 School _____ Grade _____
 Intern _____
 Intern Teaching Assignment _____
 Date _____

Use the following descriptors and place a check mark in the appropriate box:

- 5. Exceptional: Consistently exceeded expectations
- 4. Commendable: Sometimes exceeded expectations
- 3. Good: Met expectations
- 2. Uncomplimentary: Sometimes met expectations
- 1. Unsatisfactory: Did not meet expectations
- N/A: Not Applicable

Note: Please select one of the 6 scale options; do not select a mid-point.

Please rate your mentor for each category and add comments where necessary:

Planning and Preparation

	CATEGORY	5	4	3	2	1	N/A	COMMENTS
1	Assisted me regularly in planning for my teaching							
2	Reviewed my planning							
3	Provided feedback on my planning							
4	Gave me ideas for organizing and planning							
5	Demonstrated preparation for me to emulate							
6	Guided me in long-term and short-term planning							
7	Used state/school/content area proficiencies for planning							

***Questions 8 and 9 are for classes with ENL students; if this does not apply to you, please mark them N/A:*

APPENDIX L

	CATEGORY	5	4	3	2	1	N/A	COMMENTS
8	Prepared appropriate sheltered lessons for ENL students							
9	Assisted me in preparing appropriate sheltered lessons for ENL students							

Instruction

	CATEGORY	5	4	3	2	1	N/A	COMMENTS
1	Demonstrated a variety of instructional approaches							
2	Modeled developmentally appropriate practices							
3	Modeled student-centered teaching practices							
4	Modeled appropriate assessment practices							
5	Demonstrated flexibility in adjusting instruction							
6	Demonstrated adaptation for student diversity							
7	Assisted me in developing varied activities for students							
8	Showed me how to adapt instruction							
9	Encouraged me to use creative thinking in teaching							
10	Encouraged me to develop critical and creative thinking skills in students							

***Questions 11 and 12 are for classes with ENL students; if this does not apply to you, please mark them N/A:*

	CATEGORY	5	4	3	2	1	N/A	COMMENTS
11	Modeled appropriate instruction for ENL students							
12	Assisted me in developing instruction appropriate for ENL students							

Classroom Environment

	CATEGORY	5	4	3	2	1	N/A	COMMENTS
1	Gave suggestions to help me with discipline							
2	Helped me become proficient with class routines							
3	Helped me keep accurate records							
4	Created a democratic setting for learning in which students share in some decision-making							
5	Assisted me in setting reasonable expectations for students							
6	Helped me establish good working relationships with students							
7	Had a good classroom environment established before I arrived							

***Questions 8 and 9 are for classes with ENL students; if this does not apply to you, please mark them N/A:*

	CATEGORY	5	4	3	2	1	N/A	COMMENTS
8	Included ENL students in classroom activities							
9	Physical environment promoted appreciation of various student cultures, including those of ENL students							

Professional Responsibilities as a Mentor

	CATEGORY	5	4	3	2	1	N/A	COMMENTS
1	Set a good example for me in terms of personal appearance, grooming, speech and mannerisms							
2	Allowed me flexibility in decision-making							
3	Reflected positive attitude toward teaching							
4	Exhibited interest in continuous self-improvement							
5	Reflected enthusiasm in working with me							

APPENDIX L

	CATEGORY	5	4	3	2	1	N/A	COMMENTS
6	Gave me increasingly more responsibility							
7	Helped me feel part of the school community							
8	Helped me see how theory fits in practice (child development, educational psychology, learning goals, instructional practice)							
9	Offered suggestions as well as encouragement							
10	Showed willingness to consider new and different techniques							

Professional Responsibilities as a Teacher

	CATEGORY	5	4	3	2	1	N/A	COMMENTS
1	Was active in/belonged to professional organizations							
2	Read professional literature							
3	Exhibited a professional relationship with peers							
4	Exhibited willingness to work with principal							
5	Participated in faculty meetings/school functions							

***Question 6 is for classes with ENL students; if this does not apply to you, please mark them N/A:*

	CATEGORY	5	4	3	2	1	N/A	COMMENTS
6	Sought opportunities to increase effectiveness in teaching ENL students							

Teaching as a Moral Commitment

	CATEGORY	5	4	3	2	1	N/A	COMMENTS
1	Demonstrated a belief that teaching is a moral commitment							
2	Modeled dignity of the individual as an important value in the classroom							

APPENDIX L

	CATEGORY	5	4	3	2	1	N/A	COMMENTS
3	Peace and justice were valued in the classroom							
4	Recognized individual strengths in students and worked to emphasize them							
5	Attempted to create a harmonious and equitable classroom environment							
6	Allowed time for personal and collegial reflection on practice							
7	Acted as a positive role model							
8	Was enthusiastic about learning							
9	Believed that all students can learn and perform at high levels							
10	Valued the role that open communication and trust play in building good collegial relationships							
11	Was confidential and nonjudgmental in collegial relationships							
12	Was a positive influence on good morale within the school							
13	Valued the opportunities that technology can provide for teaching and student learning							
14	Was empathetic							
15	Was caring							
16	Was adaptable							

Why would you/would you not recommend this mentor/cooperating teacher?

Marian College
School of Education
Program Completer Evaluation Summary – MAT (submitted online)

Name _____

Year _____

Use the following descriptors and place a check mark in the appropriate box:

- 5. Exceptional: Consistently exceeded expectations
- 4. Commendable: Sometimes exceeded expectations
- 3. Good: Met expectations
- 2. Uncomplimentary: Sometimes met expectations
- 1. Unsatisfactory: Did not meet expectations
- N/A: Not Applicable

Note: Please select one of the 6 scale options; do not select a mid-point.

Please rate yourself: I have appropriate knowledge in the following subject areas:

SUBJECT AREA	5	4	3	2	1	N/A
READING						
SOCIAL STUDIES						
MATHEMATICS						
SCIENCE						
INTEGRATING MUSIC AND ART						

Subject Area Comment:

Please rate yourself on your preparation in the following categories:

Planning and Preparation

CATEGORY	5	4	3	2	1	N/A
1. Knowledge of content						
2. Knowledge of prerequisite skills						
3. Knowledge of content-related pedagogy						
4. Knowledge of characteristics of age group						
5. Knowledge of students' varied approaches to learning						
6. Knowledge of students' skills and knowledge						
7. Knowledge of students' cultural heritage						
8. Setting appropriate goals for students						
9. Using multiple resources						
10. Forming instructional groups						
11. Structuring lessons and units						
12. Assessing student learning						

Planning and Preparation Comment:

Classroom Environment

CATEGORY	5	4	3	2	1	N/A
1. Interacting with students						
2. Managing transitions/materials/supplies						
3. Managing student behavior						
4. Effectively using physical environment/available resources						

Classroom Environment Comment:

Instruction and Assessment

CATEGORY	5	4	3	2	1	N/A
1. Giving clear directions and procedures						
2. Using Bloom’s taxonomy to encourage higher level thinking and questioning						
3. Engaging all students, including English Language Learners						
4. Using technology						
5. Providing timely, explicit feedback to students						
6. Adapting instruction to meet the needs of all students						
7. Connecting content to student experiences using appropriate examples						
8. Structuring and pacing lessons appropriately for all learners, including exceptional needs						
9. Using service/service learning as an instructional strategy						

Instruction Comment:

Professional Responsibilities

CATEGORY	5	4	3	2	1	N/A
1. Accurately self assessing effectiveness						
2. Reflecting on improvements						
3. Maintaining accurate records						
4. Maintaining documentation that reflects student progress						
5. Communicating information about individual students						
6. Maintaining good relationships with colleagues						
7. Providing service to school						
8. Collaborating with teachers of special populations, such as the Special Education Resource and ENL teachers						

Professional Responsibilities Comment:

12a. I was satisfied with my internship placement:

	5	4	3	2	1	N/A
1 st Placement						
2 nd Placement						

12b. Why? Why not?

1st Placement:

2nd

Placement:

13. The following items benefited me:

	5	4	3	2	1	N/A
Receiving feedback from formal observations						
Completing the portfolio						
Documentation of Teaching Project						

General Comments:



School of Education

First Year Graduate Survey (submitted online)

Name _____ School Year _____

Did you attend Marian College under a different name? _____

School _____ Teaching Assignment _____

Licensing area _____

Use the following descriptors and place a check mark in the appropriate box:

- 5. Exceptional: Consistently exceeded expectations
- 4. Commendable: Sometimes exceeded expectations
- 3. Good: Met expectations
- 2. Uncomplimentary: Sometimes met expectations
- 1. Unsatisfactory: Did not meet expectations
- N/A: Not Applicable

Note: Please select one of the 6 scale options; do not select a mid-point.

Please rate how well the Marian College program prepared you for this first year of teaching in the following categories:

Planning and Preparation

CATEGORY	5	4	3	2	1	N/A
1. Knowledge of content						
2. Knowledge of prerequisite skills						
3. Knowledge of content-related pedagogy						
4. Knowledge of characteristics of age group						
5. Knowledge of students' varied approaches to learning						
6. Knowledge of students' skills and knowledge						
7. Knowledge of students' cultural heritage						
8. Setting appropriate goals for students						

APPENDIX L

CATEGORY	5	4	3	2	1	N/A
9. Using multiple resources						
10. Forming instructional groups						
11. Structuring lessons and units						
12. Assessing student learning						

Classroom Environment

CATEGORY	5	4	3	2	1	N/A
1. Interacting with students						
2. Managing transitions/materials/supplies						
3. Managing student behavior						
4. Effectively using physical environment/available resources						

Instruction

CATEGORY	5	4	3	2	1	N/A
1. Giving clear directions and procedures						
2. Using Bloom’s taxonomy to encourage higher level thinking and questioning						
3. Engaging all students, including English Language Learners						
4. Using technology						
5. Providing timely, explicit feedback to students						
6. Adapting instruction to meet the needs of all students						
7. Connecting content to student experiences using appropriate examples						
8. Structuring and pacing lessons appropriately for all learners, including exceptional needs						
9. Using service/service learning as an instructional strategy						

Professional Responsibilities

CATEGORY	5	4	3	2	1	N/A
1. Accurately self assessing effectiveness						
2. Reflecting on improvements						
3. Maintaining accurate records						
4. Maintaining documentation that reflects student progress						
5. Communicating information about individual students						
6. Maintaining good relationships with colleagues						
7. Providing service to school						
8. Collaborating with teachers of special populations, such as the Special Education Resource and ENL teachers						

5. I felt I had enough practice in developing basic competencies like writing and speaking effectively and understanding the role of a teacher: 5 4 3 2 1 NA

6. I felt well prepared for working with parents and families: 5 4 3 2 1 NA
Please comment:

7. How have the Franciscan values been important to your teaching?

8. I felt I was prepared to be a mentor and model, i.e. Ever teaching, Ever learning, Ever changing: 5 4 3 2 1 NA
Please comment:

9. I will return to teaching next year: Yes ____ No ____
Why or why not?



School of Education

School Principal Feedback: The First Year Teacher (submitted online)

Teacher _____ School Year _____
 School _____ Grade _____ Subject taught _____

Use the following descriptors and place a check mark in the appropriate box:

- 5. Exceptional: Consistently exceeded expectations
- 4. Commendable: Sometimes exceeded expectations
- 3. Good: Met expectations
- 2. Uncomplimentary: Sometimes met expectations
- 1. Unsatisfactory: Did not meet expectations
- N/A: Not Applicable

Note: Please select one of the 6 scale options; do not select a mid-point.

The teacher adequately demonstrated the following skills and abilities:

Personal Attributes

CATEGORY	5	4	3	2	1	N/A	COMMENTS
1. Enthusiasm and energy							
2. Self-direction							

CATEGORY	5	4	3	2	1	N/A	COMMENTS
3. Reliability							
4. Confidence							
5. Flexibility							
6. Professional appearance and demeanor							

Planning and Preparation

CATEGORY	5	4	3	2	1	N/A	COMMENTS
1. Knowledge of content							
2. Knowledge of prerequisite skills							
3. Knowledge of content-related pedagogy							
4. Knowledge of characteristics of age group							
5. Knowledge of students' varied approaches to learning							
6. Knowledge of students' skills and knowledge							
7. Knowledge of students' interests and cultural heritage							
8. Setting appropriate goals for students							
9. Use of available resources							
10. Forming instructional groups							
11. Lesson and unit structure							
12. Assessment							

Classroom Environment

CATEGORY	5	4	3	2	1	N/A	COMMENTS
1. Interaction with students							
2. Management of transitions/materials/supplies							
3. Student behavior							
4. Effective use of physical environment/available resources							

Instruction

CATEGORY	5	4	3	2	1	N/A	COMMENTS
1. Clear directions and procedures							
2. Use of Bloom’s taxonomy to encourage higher level thinking and questioning							
3. Engagement of all students							
4. Incorporation of technology							
5. Timely, explicit feedback to students							
6. Adaptation of instruction to meet the needs of all students							
7. Connecting content to student experiences using appropriate examples							
8. Structure and pace of lessons appropriate for all learners							

Professional Responsibilities

CATEGORY	5	4	3	2	1	N/A	COMMENTS
1. Accurate self-assessment of effectiveness							
2. Reflecting on improvements							
3. Maintaining accurate records							
4. Maintaining documentation that reflects student progress							
5. Communicating information about individual students							
6. Relationships with colleagues							
7. Service to school							

Please offer comments regarding this teacher’s contribution to the school:

Signature of Supervisor or Principal _____

