

December 15, 2010

To Whom It May Concern,

I am writing this letter of reference for Carrie Harbidge. She recently spent five weeks in my Grade one classroom as a University of Lethbridge student teacher. She assisted in Language Arts, Math and any other areas where needful. She taught Science, Social Studies, Health, Computer, Music and Art to the grade one students. From her first days in the classroom she showed an eagerness to be working with the students and got to know them quickly.

I was impressed with the initiative she showed in the classroom. Carrie was aware of the established routines and did her part to make the transition into her teaching smooth. She kept herself busy usually helping the students even when it wasn't her scheduled teaching or assisting time. Carrie showed a natural ability to work with the students. She showed interest in the students and encouraged them to do their best. Discipline problems were avoided as she used preventive measures with the students. She actively monitored student behavior and looked for ways to give positive reinforcement.

Carrie was very mindful of making her lessons meaningful to the students, and she used a variety of resources and methods. She spent the necessary time learning the content of the subject matter she was teaching. All of her lessons included well-organized cooperative learning activities to teach the objectives. She was comfortable teaching small groups as well as the whole class. She was flexible and adapted to change in schedules, as we prepared for the school Christmas program.

Carrie has a genuine interest in learning and sharing this knowledge with students. She willingly accomplished all that was asked of her and more. She demonstrated a commitment to teaching. It is with full confidence that I recommend Carrie as a outstanding teacher and a valuable asset to any school staff. If you have any questions feel free to call me.

Sincerely,

Nardene Neilson

Nardene Neilson Work: (403) 653-2404 Home: (403) 653-2217

Faculty of Education

PROFESSIONAL SEMESTER ONE SUMMATIVE REPORT

Student Teacher: Carrie Harbidge

School: Mountain View

Grades/Subjects Taught: One

Teacher Associate: Nardene Neilson

University Consultant: Lorraine Beaudin

Dates of Practicum: Nov. 15 - Dec. 16 2010

Instructions:

- This is a summative report of the student teacher's performance at the end of the PSI practicum, based on expectations for that stage of teacher development.
- For each practicum outcome below, place a check mark in the appropriate box to indicate the student teacher's level of performance: either Not Meeting Expectations for the PSI level, Meeting Expectations, or Exceeding Expectations. (Most students will fall into the Meeting Expectations category, unless there is clear evidence for Not Meeting Expectations or Exceeding Expectations.) For students within the Meeting Expectations category, please indicate level of performance.
- Some outcomes may not be applicable to your particular educational situation. If you wish to indicate this, please put N/A in the middle of the rating scale.
- At the end of each section of the form, please provide comments in reference to the relevant KSAs and practicum outcomes.

1. PLANNING AND PREPARATION

- KSA #1 Teachers make reasoned decisions about teaching and learning based on their ongoing analysis of contextual variables.
 KSA #3 Teachers use the programs of study to inform and direct planning instruction and assessment.
 KSA #6 Teachers plan for instruction, translating curriculum and outcomes into meaningful learning activities.
 KSA #9 Teachers use a broad range of instructional strategies.
 KSA #13 Teachers identify and use relevant learning resources.

Planning and Preparation	Not Meeting Expectations	Meeting Expectations	Exceeding Expectations
1. Demonstrates knowledge and skills in the subject matter of the lesson.			✓
2. Incorporates a variety of appropriate resources and instructional and assessment strategies into lesson planning.			✓
3. Translates learning outcomes from the Alberta Program of Studies into relevant and appropriate learning objectives for the lessons being taught.			✓
4. Takes into account students' prior learning, learning needs, interests, and backgrounds.			✓
5. Organizes content into appropriate components and sequences for instruction.			✓
6. Plans relevant content and activities sufficient for the time allotted.			✓
7. Prepares lesson plans for all lessons taught, using a well-defined structure which includes learning objective(s), an introduction and closure, detailed procedures and instructions, key questions, teaching strategies and student activities, and assessment of lesson objectives.			✓
8. Integrates information and communications technology into instruction where appropriate.			✓
9. Obtains and organizes equipment and materials for instruction.			✓

Comments:

Carrie has planned and prepared well for the lessons she has taught. She has been well aware of lessons taught previously and used many resources to build on the concepts taught in those lessons. She is very organized and had the materials needed for her lessons readily available.

2. INSTRUCTION

- KSA #4 Teachers demonstrate knowledge of the content they teach.
 KSA #5 Teachers identify and respond to learner differences.
 KSA #9 Teachers use a broad range of instructional strategies.
 KSA #10 Teachers apply a variety of technologies to meet students' learning needs.

	Not Meeting Expectations	Meeting Expectations	Exceeding Expectations
Communication			
1. Uses clear, fluent, and grammatically correct spoken and written language.			✓
2. Uses vocabulary appropriate to students' age, background and interests.		✓	
3. Modulates his/her voice for audibility and expression.			✓
Lesson Introduction			
4. Establishes set: reviews prior learning, identifies lesson objective(s) and expectations, uses motivating attention-getters, provides an overview, and relates the lesson to previous learning as appropriate.			✓
General Lesson Development			
5. Incorporates strategies for motivating students using relevant and interesting subject matter and activities.			✓
6. Explains and proceeds in small steps at an appropriate pace to suit the activity and student response.			✓
7. Demonstrates subject matter competence during instruction.			✓
8. Organizes and directs learning for individuals, small groups, and whole classes.			✓
9. Provides clear directions, instructions and explanations.			✓
10. Directs efficient transitions between lessons and from one activity to the next during lessons.			✓
11. Uses a variety of instructional strategies to address desired outcomes, subject matter, varied learning styles and individual needs.			✓
12. Uses appropriate materials and resources.			✓
13. Demonstrates flexibility and adaptability.			✓
Questioning and Discussion			
14. Asks clearly phrased, well-sequenced questions at a variety of cognitive levels.			✓
15. Provides appropriate "wait-time" after posing questions.			✓
16. Seeks clarification and elaboration of student responses, where appropriate.			✓
17. Leads and directs student participation in class discussion effectively and distributes questions appropriately.			✓
Focus on Student Learning			
18. Circulates in the classroom, intervening when necessary, checking on individual and group understanding of activity/content.			✓
19. Recognizes and responds appropriately to individual differences and group learning needs.			✓
20. Reinforces student learning, building on previous learning, reviewing, and re-teaching.			✓
Closure			
21. Achieves closure for each lesson, consolidating concepts through summaries, reviews, etc.			✓
22. Provides homework when appropriate and explains assignments fully.			N/A

Comments: *Carrie has been successful in keeping the interest of the students by using a variety of instructional strategies successfully. She has been aware of the students individual needs.*

May 25, 2006—Summative Assessment

3. CLASSROOM LEADERSHIP AND MANAGEMENT

KSA #7 Teachers create and maintain environments that are conducive to student learning and understand student needs for physical, social, cultural and psychological security.

KSA #8 Establishes relationships with students that respect human dignity.

CLASSROOM LEADERSHIP	Not Meeting Expectations	Meeting Expectations	Exceeding Expectations
1. Assumes a leadership role in the classroom, taking charge of classroom activities, showing confidence, poise, composure, and presence.			✓
2. Creates and maintains an effective learning environment, setting high expectations and standards for student learning.			✓
3. Demonstrates initiative, enthusiasm and a commitment to the students and subject, models appropriate behaviours.			✓
4. Establishes positive relationships and a classroom climate based on mutual trust and respect.			✓
CLASSROOM MANAGEMENT	Not Meeting Expectations	Meeting Expectations	Exceeding Expectations
5. Clearly defines and reinforces classroom procedures and routines.			✓
6. Clearly communicates and reinforces expectations for appropriate student behaviour.			✓
7. Monitors student behaviour and is aware of student behaviour at all times.		✓	
8. Responds to inappropriate behavior promptly, firmly, and consistently, using appropriate low-key and higher level responses; follows school discipline policies and procedures.			✓

Comments: *Carrie is very positive with the students. She has the students respect and because of this she has maintained an effective learning environment.*

4. ASSESSMENT

KSA #11 Teachers gather and use information about students' learning needs and progress and assess the range of learning objectives.

Assessment	Not Meeting Expectations	Meeting Expectations	Exceeding Expectations
1. Assesses student learning using a variety of appropriate assessment techniques and instruments (e.g., observations, conversations, questioning, performance-based and written assessment).			✓
2. Provides timely and effective feedback on learning to students.			✓
3. Modifies and adapts teaching based on assessment data (e.g., uses alternative teaching strategies to re-teach where required).			✓
4. Explains to students how learning will be assessed.		✓	
5. Maintains accurate records of student progress.			✓

Comments: *Carrie tells the students what she expects from them at the beginning of each lesson. She assesses the students understanding of the concepts taught by asking appropriate questions when needed.*

5. PROFESSIONAL ATTRIBUTES AND RESPONSIBILITIES

KSA #2 Teachers understand the legislated, moral and ethical framework within which they work.

KSA #15 Teachers engage in assessing the quality of their teaching.

KSA #16 Teachers are able to communicate a personal vision of their own teaching.

	Unacceptable	Acceptable
Professionalism		
1. Presents a professional appearance and manner.		✓
2. Fulfills professional obligations (i.e., punctuality, routine administrative duties).		✓
3. Demonstrates maturity and professional judgment.		✓
4. Demonstrates an interest in and a commitment to the teaching profession.		✓
5. Establishes professional relationships with the school community.		✓
Professional Growth		
6. Accurately assesses and documents the effectiveness of lessons, identifies strengths and weaknesses and makes appropriate suggestions for improvements.		✓
7. Uses the results of student assessment and feedback to improve teaching practices and guide professional growth.		✓
8. Responds appropriately to feedback from others by listening, interpreting, and implementing suggestions.		✓
9. Develops and communicates a personal vision of teaching.		✓
10. Demonstrates willingness to take "informed risks" to benefit student learning.		✓
11. Develops and presents a professional portfolio and/or growth plan including goals, evidence of progress toward goals, reflections on growth, and future goals.		✓
Ethical Conduct		
12. Respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, sexual orientation, gender identity, physical characteristics, disability, marital status, age, ancestry, place of origin, place of residence, socioeconomic background or linguistic background.		✓
13. Treats students with dignity and respect and is considerate of their circumstances.		✓
14. Does not divulge information about a student received in confidence or in the course of professional duties except as required by law or where to do so is in the best interest of the student.		✓
15. Does not undermine the confidence of students in teachers or other student teachers.		✓
16. Does not criticize the professional competence or professional reputation of teachers or other student teachers unless the criticism is communicated in confidence to proper officials after first informing the individual concerned of the criticism.		✓
17. Acts in a manner that maintains the honour and dignity of the profession.		✓
18. Does not speak on behalf of the Faculty of Education, the University of Lethbridge, the school, or the profession unless authorized to do so.		✓

Comments:

Carrie is willing to take suggestions for improvement in her teaching. She interacts positively with other staff members and is eager to learn from them. She looks out for the needs of the students first to ensure the students love for learning and for each one to feel successful.

SUMMARY:

Areas for further growth:

As Carrie gains more teaching experience, her ability to be aware of what each student is doing during instructional time will improve. As she has more teaching opportunities, her ability to explain to students how their learning will be assessed will also improve.

Overall comments (Strongest aspects of student's performance):

It has been a pleasure to have Carrie in my classroom. She has done very well and has shown great confidence in her teaching, shown flexibility, adapted well to the lower elementary level and has successfully shown competence with not only her professional teaching but has shown her love for the profession as well as for the students.

Recommendation Pass Fail Incomplete

*If an Incomplete grade is recommended, please attach a signed document providing reasons and recommendations for additional practicum experience.

Note: The Teacher Associate is responsible for completing this document, in consultation with the Student Teacher and the University Consultant.

Carrie Hartidge
Student Teacher

Dec 14, 2010
Date

Nardene Neilson
Teacher Associate

Dec. 14, 2010
Date

[Signature]
University Consultant

Dec 14, 2010
Date

Please submit the completed original signed report to Field Experiences, Room B830, Faculty of Education, the University of Lethbridge, and provide signed copies for the Student Teacher and for the University Consultant.