Instructions for Completing the IUN Candidate Observation Form

1. Circle the course in which the candidate is enrolled. If the course number does not appear on the form, write it in.

2. Complete the demographic information at the top. Put your name in the box that says Observer. For setting, describe the teaching environment (e.g., general elementary classroom with 28 children).

3. Circle the letter corresponding with Polished, Capable, Developing, or Budding to describe the level of the candidate’s performance for each skill. Each level is appropriate for candidates at various stages of their programs. For example, it is expected that students in their first field experience would show Budding skills, not Polished ones.

4. All candidates would be expected to be Polished or Capable on some items (e.g., Was dependable and arrived on time). Other skills are more complex and develop over time. It is not expected that candidates would be evaluated as Polished or Capable on all items until student teaching.

5. Some items may require you to talk to the candidate to evaluate. For example, you may not know if a candidate “Participated in professional development” unless you ask.

6. It is expected that all skills can be evaluated in an observation. If a skill or disposition is not demonstrated, circle N and then talk with the candidate about demonstrating that skill in the next observation.

7. Write comments between lines, in the area provided to the right, and on back.

8. A copy of the form should be provided to the candidate for feedback on their teaching performance.

9. Field observers should talk with candidates after observations to explain strengths and weaknesses marked on the form and make a plan for the expectations at the next observation.

10. **Copies of the completed forms should be submitted to the Unit Assessment Coordinator at the end of each semester.**