Opening and Closing of the School Year Assessment Rubrics and Verification Forms

All candidates, prior to completing the internship, complete field experiences that include the opening and closing of the school year (at least one full day at the opening and one full day at the closing). Many school districts start the year early in August, before the beginning of Alabama A & M’s Fall Semester. Most school districts end the year in late May or June, after the end of the Spring Semester at Alabama A&M University. Candidates may not be in Huntsville during that time. Therefore, candidates make arrangements with principals, in their hometowns, or in Huntsville, to spend the first days of the school year and the last days of the school year, at schools selected by the candidates.

Directions: The candidates complete the top of the form with all required information. The cooperating teacher assesses and documents the experiences as “satisfactory” or “unsatisfactory”, signs and verifies the information and gives to the candidate who submits the completed form after the experiences are completed to The Office of Field Experiences and School Partnerships. Separate forms document the opening and closing requirements.

Rating Scale:

Satisfactory This indicates the clinical candidate’s performance is acceptable and consistently meets standards.

Unsatisfactory This indicates the clinical candidate’s performance is not acceptable and does not meet standards. Improvement is needed. The performance is not acceptable.
Opening of the School Year - Field Experiences Assessment and Time Sheet

Name:____________________________________ Date:____________________________________

Student#:________________________________ Major:________________________________

Address:________________________________ Home#:________________________________

Cell#:________________________________ Email:____________________________________

Name of School:________________________________ Grade:__________________________ Subject:_________________

Address of School:_______________________________________________________________

Name of School District:__________________________________________________________

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Description of activity in which candidate engaged/participated:

Activities Observed (Check as many boxes as applicable.):

Assignment of Seats: □
Distribution of Books: □
Collection of Books: □
Accounting of Materials: □
Meeting Parents: □
Car Duty: □
Hall Duty: □
Cafeteria Duty: □

Below to be completed and signed by cooperating teacher and/or principal:

Overall rating of field experiences completed by Alabama A&M candidate at school site:

Satisfactory □
Unsatisfactory □

Signature of Principal________________________________ Date__________________________

Signature of Teacher________________________________ Date__________________________

Signature of Intern________________________________ Date__________________________

Please return this form, completed to The Office of Field Experiences, PO Box 1343, Normal, AL 35762. Attention: Director of Field Experiences and School Partnerships, Alabama A&M University (256) 372-5509

Closing of the School Year - Field Experiences Assessment and Time Sheet

Name:_____________________________________ Date:_____________________________

Student#:________________________________重大:_____________________________________

Address:_________________________________Home#:_____________________________

Cell#:_________________________________Email:_________________________________

Name of School:___________________________Grade:_____________________________Subject:_____________________________

Address of School:________________________________________________________________________________________

Name of School District:________________________________________________________________________________________

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Description of activity in which candidate engaged/participated:

Activities Observed (Check as many boxes as applicable.):

Assignment of Seats:☐

Distribution of Books:☐

Collection of Books:☐

Accounting of Materials:☐

Meeting Parents:☐

Car Duty:☐

Hall Duty:☐

Cafeteria Duty:☐

Below to be completed and signed by cooperating teacher and/or principal:

Overall rating of field experiences completed by Alabama A&M candidate at school site:

Satisfactory ☐

Unsatisfactory ☐

Signature of Principal_________________________________________________________Date________________________

Signature of Teacher____________________________________________________________Date________________________

Signature of Intern____________________________________________________________Date________________________

Please return this form, completed to The Office of Field Experiences, PO Box 1343, Normal, AL 35762. Attention: Director of Field Experiences and School Partnerships, Alabama A&M University (256) 372-5509