

**MONTCLAIR STATE UNIVERSITY  
CENTER OF PEDAGOGY**

CURR 451/CURR 527 Fieldwork  
Assessment of Student Performance

Guidelines for Cooperating Teachers  
(7-16-08)

**PURPOSE OF FIELD EXPERIENCE:** The primary objective of Fieldwork for undergraduate and graduate students is to provide prospective teachers who are in subject certification programs with an experience as a junior faculty member in a public school prior to student teaching. The goal is for the student to gain an acquaintance with the teacher's range of activities and experience in performing many of the tasks commonly undertaken by teachers. The student should also gain an understanding of the total operation of the school and insight into pupil behavior. The MSU student becomes involved in classroom activities under the direction of the cooperating teacher.

It is recommended that students be provided with a wide range of experiences, including:

- Observing students 4 – 10 hours
- Examining materials 2 – 4 hours
- Teaching and tutoring 5 – 10 hours
- Discussing with staff and students 3 – 4 hours
- Performing other teacher-related activities 10 – 20 hours

**ASSESSING STUDENT PERFORMANCE:** The student is graded by the University instructor who meets with him/her during the semester to assess his/her fulfillment of course requirements. As cooperating teacher, however, we ask that you complete the Fieldwork Evaluation Form (included in the packet). This evaluation form asks that you assess the MSU student in four areas: (1) Personal Qualities (four items); (2) Professionalism (five items); (3) Teaching/Tutoring (five items); and (4) Dispositions Toward Students (four items). Your evaluation of the student should be guided by the accompanying rubric, which was specifically developed for this purpose (also included in the packet). The evaluation form also asks you to certify whether the student completed the required 60 hours in the field and whether you think he/she is ready for the student teaching experience. A student will not receive a passing grade for the course without successful completion of the 60 hour field experience and the cooperating teacher's recommendation. For this reason we ask that you send the completed evaluation form to the University Instructor via the student.

**SUGGESTED PROCEDURES:** To facilitate the successful completion of this field experience, we suggest that you use the following procedures:

- Work with the students to develop a schedule for the field experience. Undergraduates typically spend two days a week in the school throughout the semester. All students must spend a minimum of 60 hours total in the classroom. Once a calendar has been

established, the student is expected to adhere to the agreed upon schedule and should notify you of any emergency that will prevent him/her from fulfilling his/her obligations.

- At the beginning of the experience, meet with the student to review the rubric you will use to assess his/her performance. To help students understand what is expected of them, they will be given a copy of the rubric. Reviewing the expectations early on will help focus the student's attention and prevent misunderstandings regarding field expectations.
- Midway through the experience, meet with the student to give him/her feedback on his/her performance to date. Make sure to use the rubric as part of this discussion.
- At the conclusion of the field experience, complete a Fieldwork Evaluation Form and meet with the student to discuss the results. Assessment results should be shared openly with students. **NOTE:** Please reserve ratings of 5 for performance that is "extraordinary." As shown in the rubric, a 5 indicates that the student EXCEEDS expectations. Ratings in the range of 3 and 4 (MEETS EXPECTATIONS) still qualify students to receive the highest possible grade for the course.
- Give the student the completed evaluation form to take to the University instructor. Keep in mind that without this form, the university instructor will not be able to give the student a grade for the course. If you have any additional information about the student that you want to share with the Center of Pedagogy, please call Caroline Murray at (973-655-7802) or send her an e-mail at <[murrayc@mail.montclair.edu](mailto:murrayc@mail.montclair.edu)>.