***Three-Way Meeting Checklist***

|  |
| --- |
| **Three-Way Meeting #2** (*Occurs* *half-way through practicum, after Unannounced Observation #1 and Announced Observation #2).*  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Before** | **During***30-45 min* | **After** |
| **TC** | * Administer Student Feedback Surveys 🡪 Share results with PS/SP
 | * Share formative ratings and discuss
 | * Share formative assessment and updated goals and plan with practicum seminar instructor
 |
| **SP and PS** | * Review all available evidence (including observations, student feedback, measures of student learning, self-reflection forms etc.).
* Individually assess candidate performance using the CAP Rubric by completing the Formative Assessment
* Calibrate formative assessment ratings
 | * Revisit candidate goals and implementation plan; adjust accordingly (including potentially modifying the goal, increasing supports, adding additional observations, etc.)
* Sign-off at conclusion of meeting
 | * Schedule/conduct additional observations
* Act on commitments made in implementation plan
 |
| **Forms** | Required:* *Formative Assessment Form*
 | Required:* *CAP Form*

Recommended:* *Finalized Goal(s) & Implementation Plan Form*
 | Recommended:* *Finalized Goal(s) & Implementation Plan Form*
 |

**NOTES:**