***Three-Way Meeting Checklist***

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

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|  | **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:**