# Overview: Pre-Practicum Supervising Practitioner Check-In Survey

icon of pen in ink jar to represent author **CONTRIBUTOR**

College of the Holy Cross, a small private college in Worcester, MA.

Icon of a document with lines of text and a folded corner**WHAT is this resource?**

This is a list of questions to be answered by the Supervising Practitioner about the teacher candidate in the shorter, pre-practicum experience in general.  Information can be used to provide targeted support if needed.

Icon of a calendar with multiple blocks to represent time **WHEN could this resource be used?**

This resource is best used early in the pre-practicum experience, preferably before the mid-point in the semester.

Icon with a group of five people standing together  **WHO could use this resource?**

The **Supervising Practitioner** completes the check-in survey about the Teacher Candidate’s performance (attendance, punctuality, initiative, etc.)  in the pre-practicum experience.

**icon with a checkmark in a circle HOW could this resource best be used?**

This supervising practitioner check-in survey is completed by the Supervising Practitioner in the school during a Teacher Candidate’s pre-practicum and is reviewed by the Director and/or Associate Director of the Teacher Education Program (TEP) before the mid-semester one-on-one check-in meetings. TEP leadership can use the survey data to inform these meetings and provide targeted support to teacher candidates, promoting progress during pre-practicum.

***Note:*** *This resource was submitted for inclusion in the Candidate Assessment of Performance (CAP) Resource Hub. It is intended to serve as a reference and source of guidance for others engaged in the CAP process. While it reflects one approach, users should adapt its content to fit the specific context and needs of their own evaluations.*

## Pre-Practicum - Supervising Practitioner Check-In Survey

Now that we are partway through the semester, we wanted to check in to see how things are going with your Teacher Candidate (TC). Please be as candid and detailed in your answers and comments as possible so we can swiftly address any concerns or issues that might have arisen.

**Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Candidate's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Attendance and Punctuality

**For each statement, check the box if demonstrated by candidate:**

* The Teacher Candidate has been present each week (unless otherwise notified).
* The TC remains in school for at least 2 class periods.
* The TC provides adequate notice and valid excuses for any missed days.
* The TC attended (or has plans to attend) Curriculum Night.

**Comments regarding attendance and punctuality:**

### Professionalism

**For the statement, check the box if demonstrated by candidate:**

* The TC interacts in a professional manner with all members of the school community.

**Comments regarding Professionalism:**

### Teacher Candidate Initiative

**For each statement, check the box if demonstrated by candidate:**

* TC has taken an interest in the students.
* TC has taken on an active role in the classroom (ie helping students one on one, working with small groups, collecting HW)

**Comments regarding TC initiative:**

**Any other comments or questions?**

**At this time, would you like to schedule a follow-up meeting (in person or Zoom)?**

* Yes - just me
* Yes - with the SP
* Yes - including the SP and TC
* Not at this time