# Overview: 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 semester-long practicum experience.  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 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, planning, professionalism, etc.) in the 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 Practitionerin the school and 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 the 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.*

## 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 TC attends faculty, department, PLC and extra help sessions (if necessary).
* The TC provides adequate notice and valid excuse for any missed days.

**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:**

### Planning and Reflection

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

* Lesson plans are thorough and turned in on time.
* All lesson materials are prepared ahead of class meeting time.
* Grading/feedback is prompt and thorough.
* Pre and Post Observation Reflections are done on time.

**Comments regarding planning and reflection:**

### Professional Disposition

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

* Takes responsibility for own learning and growth.
* Completes tasks in a timely manner.
* Is a thoughtful and responsive listener.
* Is positive and reflective in response to feedback.
* Incorporates feedback in daily practice.
* Manages time and stress professionally.
* Has developed a positive working relationship with me.

**Comments regarding professional disposition:**

### Additional Questions

**Has the Teacher Candidate reached out to you for support? If so, in what ways?**

**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