

STUDENT TEACHING VERIFICATION FORM

This must be completed by the certified instructor & included with the instructor candidate's application

Course Title:	Date(s):	Hours:
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An instructor candidate who wishes to be certified to teach a Commission-developed course must student teach a minimum of 2 hours or 20%, whichever is greater, of the course material for which they are seeking certification under the direction of a certified instructor.

The applicant must receive a favorable recommendation from the certified instructor for the student teaching period. Completion of this form by the certified instructor will satisfy the instructor recommendation requirements. The instructor candidate must also receive favorable evaluations from the students in the class. These evaluations should be sent to the Commission in accordance with the normal Commission-developed course evaluation process.

Please complete the following evaluation of the instructor as observed during the student teaching period. Please check all that apply in each box.

Communication		Knowledge		Presentation	
<input type="checkbox"/>	Clear & intelligible speech	<input type="checkbox"/>	Thorough knowledge of subject matter	<input type="checkbox"/>	Clear presentation of learning objectives
<input type="checkbox"/>	Appropriate voice tone and inflection	<input type="checkbox"/>	Accurate and comprehensive information	<input type="checkbox"/>	Effective operation of classroom equipment and technology
<input type="checkbox"/>	Appropriate rate of speaking	<input type="checkbox"/>	Presentation is relevant to topics/content	<input type="checkbox"/>	Presentation is organized
<input type="checkbox"/>	Correct grammar usage and word pronunciation	<input type="checkbox"/>	Use of supportive illustration and examples	<input type="checkbox"/>	Appropriate use of break times
<input type="checkbox"/>	All learners can clearly hear the instructor	<input type="checkbox"/>	Proper scope and depth of course materials	<input type="checkbox"/>	Projections are legible & visually engaging from all vantage points
Teaching Technique		Professionalism		Student Interaction	
<input type="checkbox"/>	Employs a variety of teaching techniques	<input type="checkbox"/>	Students are treated with respect and courtesy	<input type="checkbox"/>	Adeptly handles student questions
<input type="checkbox"/>	Encourages class participation	<input type="checkbox"/>	Personal opinions or agendas are avoided	<input type="checkbox"/>	Classroom dialogue is encouraged
<input type="checkbox"/>	Teaching and attention directed to the entire class	<input type="checkbox"/>	Professional conduct is demonstrated	<input type="checkbox"/>	Positive attitude toward subject matter
<input type="checkbox"/>	Use of assessment methods to gauge student retention	<input type="checkbox"/>	Effectively manages difficult students	<input type="checkbox"/>	Use of open-ended questions
<input type="checkbox"/>	Supplemental materials, examples and activities are used	<input type="checkbox"/>	Does not place blame or make excuses for mistakes	<input type="checkbox"/>	Identifies & corrects misconceptions or any misinformation

Using a rating scale of 1-5 with a rating of 1 being the worst and 5 being the best, please provide "Overall Ratings" for the instructor in the following categories:

Communication:	<input type="text"/>	Knowledge:	<input type="text"/>	Presentation:	<input type="text"/>	Teaching Technique:	<input type="text"/>
Professionalism:	<input type="text"/>	Student Interaction:	<input type="text"/>	Overall Rating:	<input type="text"/>		

Print/Type Name of Student Teacher

Student Teacher Signature

Print/Type Name of Certified Instructor

Certified Instructor Signature