**Final Assessment : EXPR 423.3 Alternate Practicum – Adult Education**

**Instructions for submitting EXPR 423.3 assessment form**

**Field Education Website (CoE – Field Website)** <https://education.usask.ca/students/undergraduate/field-experiences.php#FieldExperiencesOverview>

The College of Education is moving towards getting all documents in an electronic format. Therefore, we ask you to adhere to the following procedures:

* + - The partner teacher is to fill in the final evaluation online. **This document can be found on the field website above under Alternate Practicums - EXPR423 section**. The teacher candidate will then fill in their part under the section teacher candidate’s self-assessment.  The **partner teacher will print 2 copies of the report – SINGLE SIDED (for easier scanning).** The teacher candidate will be responsible for getting both copies signed by all parties (principal, partner teacher and teacher candidate) and forwarding them to the facilitator for final signing.
		- The teacher candidate will keep one copy of the final report with all signatures present.
		- The facilitator should then arrange to have all the other original teacher candidates’ evaluations scanned within the school facility itself. Each student’s evaluation should be scanned into a separate PDF file, verified that all pages (both sides if need be) have been scanned properly and that they are in a proper format (right side up). The file naming convention used should conform to the following standard:

 **Lastname\_Firstname\_StudentNumber \_Alt\_Practicum\_423\_6wk-AdultEd\_MMMYYYY**

* + - These verified scanned evaluations should then **be zipped and sent via email to the field office admin staff at:** **education.fieldoffice@usask.ca** along **with a checklist** of students under each facilitator.  **Checklist should include TCs grade (P,F,IP), whether assessment was emailed, and if not emailed, the status of the assessment**
		- The facilitator will then bring back the other original evaluation reports complete with all signatures to the field office for a backup until the scans are verified along with the student checklist under each facilitator.

**Again, the Official Final Evaluation MUST be signed by partner teacher(s), the teacher candidate, the school principal and the facilitator.**

**This final evaluation report is an official document on which the teacher candidate relies as documentation of his/her teaching experience**

**IMPT: It is the responsibility of the teacher candidate to make sure they have a copy of this assessment fully signed by all parties for their files when they are applying for positions with school boards. PLEASE REMOVE THIS INSTRUCTION PAGE BEFORE EMAILING ASSESSMENT TO FIELD OFFICE!**

**Final Assessment : EXPR 423.3 6-week Adult Education Alternate Practicum**

**Teacher Candidate Name Student Number**

**Partner Organization**

**Collaborating Teacher / Mentor Name**

**Year Dates of Field Experience**

**Learning Outcomes:**

By the completion of this 3-credit unit course, students enrolled in the course will:

* Explore how education providers are organized and administered;
* Reflect upon the professional and legal obligations of educators in educational contexts;
* Understand paradigms of teaching and learning reflected in and through teacher practice in educational contexts;
* Become familiar with curricula and how they are used to support teaching and learning in educational settings;
* Engage in preparation, teaching and assessment of lessons;
* Become familiar with Indigenous and inter-cultural contexts, and their relationship to teaching and learning;
* Experience the planning process for students with exceptionalities and how services are organized in educational settings;
* Reflect on one’s personal and professional strengths as an educator and how that will support transitions into educational settings;
* Create plans for developing one’s own professional capacity as an educator;
* Develop respectful, mutually supportive and collaborative professional relationships with collaborating teachers/mentors and other members within the educational setting

**EXPR 423.3 Final Assessment**

**Acknowledgement of Completion of Course Requirements**

The following assessment requirements for EXPR 423.3 have been completed:

☐ T**wo focused observations of teachers and reflective conversations (week #1)**

☐ **Submission and discussion of one unit plan**

☐ **Progressive engagement in the teaching of lessons after week #1**

☐ **Half-time teaching for one full week period**

☐ **Essential Conversation**

**Self-Reflective Progress: TO BE COMPLETED BY THE STUDENT**

Please summarize your progress toward the learning outcomes of this course. Please highlight areas of strength, and areas of continuing professional growth.

***Areas of Strength:***

**Professional (Personal) Competencies:**

**Knowledge Competencies:**

**Instructional Competencies:**

**Curricular Competencies:**

 **Cultural Competencies:**

***Suggestions for Professional Growth:***

**Professional (Personal) Competencies:**

**Knowledge Competencies:**

**Instructional Competencies:**

**Curricular Competencies:**

 **Cultural Competencies:**

**Please indicate a final assessment for progression in this course:**

☐ PASS

☐ FAIL

**After reviewing the assessments from both the collaborating teacher/mentor and the student, we agree with the above recommendation.**

**Teacher Candidate Name Student Number Signature**

**Collaborating Teacher/ Mentor Name Signature**

**Principal / Administrator Name Signature**

**Facilitator Name Signature**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**