

ELEMENTARY INTERNSHIP YEAR HANDBOOK

To: Individuals completing the PCFF: Professional Characteristics Feedback Form

From: Carol Barnhardt, Chair of Elementary Teacher Preparation Programs, UAF and
Patt Caldwell, Director of Fieldwork Experience and Clinical Practice, UAF

RE: The Professional Characteristics Feedback Form for UAF Education Students

PURPOSE: This form is designed to evaluate the characteristics and dispositions of pre-service teachers in relation to those characteristics and dispositions found in practicing teachers. A committee of teachers and teacher educators developed a list of characteristics (found on the attached sheet) that are commonly considered to be essential to success in the classroom. At key points during our teacher preparation programs, we are asking individuals who work with the pre-service teachers to reflect on the characteristics and dispositions of the pre-service teachers and consider whether they are present, developing or not present.

PROCEDURES: After you have filled out the form, please return it to the Office of Fieldwork Experiences at the UAF School of Education. **If you have given a rating of 0 or 1 in any area, please write a short explanation of the incident(s) or behavior(s) you encountered with the individual that warranted the rating (on the back of the sheet).** The Office of Fieldwork Experiences will compile ratings on each individual and individuals will have the opportunity—if requested—to view their ratings at the end of each semester. Because the ratings will be aggregated, individuals will **not** know the scores you give them, so please be candid in your assessment.

If a pattern of low ratings is observed in a student's compiled ratings, a faculty member in the School of Education and the Director of Fieldwork Experience and Clinical Practice will meet with the student and develop a Plan of Improvement to address the area(s) of difficulty. This plan will be filed in the Office of Fieldwork Experiences in the School of Education. If the student does not meet the requirements in the Plan of Improvement and if a pattern of low ratings continues, a second and final Plan of Improvement will be developed by a faculty member, the Director of Fieldwork Experience and Clinical Practice, the Chair of the Department of Elementary Teacher Education and the Dean of the School of Education. Failure to meet the requirements of this second Plan of Improvement can be grounds for dismissal from the program.