

**PANHANDLE ALTERNATIVE CERTIFICATION FOR EDUCATORS PROGRAM (PACE)
POST-BACCALAUREATE TEACHER CERTIFICATION PROGRAM (POST-BACC)**

Classroom Observation Packet

TO: Alternative Certification Program Applicants

FROM: Susan L. Dennis, Director, and Gilbert Antunez, Assistant Director
Office of Alternative Teacher Certification (OAC)

SUBJECT: Field Placement Information

ENCL: Field Placement Request, Memo to Campus Personnel, Observation Time Log,
Observation Comment Page

According to Texas Administrative Code, educator preparation program candidates must complete thirty (30) clock hours of field experience prior to internship or student teaching. Please follow these procedures to apply for the field experience placement:

- To complete field experience in Amarillo or Canyon ISD, you must submit a *Field Placement Request* (next page) indicating the semester in which you need to complete observations to Mr. Buddy Fox, Director of Teacher Preparation and Advising, OM 424, or by fax, 806/651-3626. **All requests for placement in Canyon or Amarillo ISD must be submitted to Mr. Fox.**
- For assignment in a district other than Amarillo or Canyon ISD, contact the principal of the school in which you want to observe for an appointment. Please give the principal a copy of the *Memo to Campus Personnel* when requesting a field experience placement.

To complete the observation hours, please follow these guidelines:

- Upon receiving your placement, contact the teacher and schedule the times/dates of your observations; be there early for all observation appointments and remain the entire time.
- **Professional dress and behavior are expected during these observation experiences.**
- Please provide the teacher with a copy of the *Memo to Campus Personnel*.
- You should observe whole class/teacher interaction, one-on-one interaction with individual students, small group interaction, and if possible present a “mini-lesson” to the entire class.
- Maintain the *Classroom Observation Time Log* and have it signed by the teacher and principal, and ask the teacher and principal to complete the *Observation Comment Page*.
- Submit both documents, the *Classroom Observation Time Log* and *Observation Comment Page*, to the OAC immediately upon completion of the classroom observation, but **no later than May 1, 2009.**

Observation hours may be waived in total for those applicants currently employed as fulltime teachers or instructional aides and current substitute teachers. *Waivers will be granted only with submission of a service or employment record from a school district.*

Please call if you have questions. Thank you.

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Field Placement Request for Amarillo or Canyon ISD

TO: Mr. Buddy Fox, Director
Office for Teacher Preparation and Advising, OM 424

FROM: Susan L. Dennis, Director; Gilbert Antunez, Assistant Director
Office of Alternative Teacher Certification (OAC)

SUBJECT: Field Placement Request

Each alternative certification candidate must complete thirty (30) clock hours of field experience prior to internship or student teaching. There are two reasons for this requirement:

- School society is ever changing. Each applicant needs to experience the present day school atmosphere before making a final commitment to teaching.
- The applicant can gain valuable information from the observation and interactive experiences.

This experience provides applicants with the opportunity to participate in an instructional setting similar to that in which they intend to be employed. It also allows for observation and evaluation by a practicing teacher, which will assist this office in assessing their potential to be successful teachers.

The individual listed below is requesting a placement for completing this field experience requirement during the semester indicated. An "Observation Packet" containing observation requirements and documentation forms is available through the Office of Alternative Certification, OM 413, (806)651-2599, or online, www.wtamu.edu/pace.

Thanks for your assistance in providing a field experience placement for this individual.

Complete and submit to Mr. Fox, OM 424, or by fax, 806/651-3626.

Name _____	WT ID or SSN _____
Phone _____	Email _____
Certification Area/Level _____	
Semester/Year of Requested Placement _____	

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Field Experience Information for Campus Personnel

TO: School Administrators and Classroom Teachers

FROM: Susan L. Dennis, Director; Gilbert Antunez, Assistant Director
Office of Alternative Teacher Certification (OAC)

SUBJECT: Classroom Observations for Alternative Certification Applicant

Thank you for allowing an alternative certification candidate to visit your school/classroom. According to Texas Administrative Code, teacher candidates must complete thirty (30) clock hours of field experience prior to internship or student teaching. This participation should include as much of the “normal” daily routine as possible and include some planning and delivery of a “mini-lesson” if possible. The student observer should be involved in the following activities:

- 1) Observation of the class/teacher interaction,
- 2) One-on-one interaction with individual students,
- 3) Small group interaction, and
- 4) Presentation of a mini-lesson to the entire class, if possible.

This experience provides the candidate with the opportunity to participate in an instructional setting similar to that in which he/she intends to be employed. Furthermore, it allows for observation and evaluation by a practicing teacher (you), which will assist the program staff in assessing the potential of this individual to be a successful classroom teacher.

Please sign the *Observation Time Log* and complete the *Observation Comment Form* which will be used to document the candidate’s involvement at your school. If you prefer, you may put the comment form in a sealed envelope before giving it to the candidate.

If you have any questions concerning this activity or the alternative certification programs in general, please contact us at your convenience, 806/651-2599.

Your support and assistance are greatly appreciated and we welcome any comments or suggestions you may have to offer. Thank you for your cooperation.

Classroom Observation Comment Page

Applicant: _____ Certification Area: _____

Teacher: _____ Campus: _____ Grade Level: _____

It is helpful to the program staff if you can reveal your impressions regarding this candidate's strengths and/or weaknesses in the classroom and your overall impression of this individual as a prospective classroom teacher. You may give the completed form to the candidate as is or in a sealed envelope. Thank you.

Please rate this candidate based upon your observations and interactions.
(To be completed by the observing teacher.)

Circle the appropriate number.	Did <u>not</u> meet expectations	Met expectations	Exceeded expectations
1. Communicates effectively with you, the teacher	1	2	3
2. Interacts effectively with the students	1	2	3
3. Asks intelligent questions	1	2	3
4. Seems interested in learning about students	1	2	3
5. Seems interested in learning from you	1	2	3
6. Has a desire to understand how students learn	1	2	3
7. Understands the need for modifications for students	1	2	3
8. Indicates sensitivity to all students	1	2	3
9. Attentive	1	2	3
10. Demonstrates eagerness to learn	1	2	3
11. Arrives early or on time	1	2	3
12. Dependable and accountable	1	2	3
13. Well-groomed	1	2	3
14. Dresses appropriately	1	2	3
15. Behaves professionally and appropriately	1	2	3
16. Overall impression	1	2	3

Classroom teacher comments:

_____/_____
Signature of Classroom Teacher Signature of School Principal Date

The candidate should submit the *Time Log* and *Comment Page* to the OAC as soon as complete.