



School of Education  
College of Professional Studies  
**University of Wisconsin - Stevens Point**

**University of Wisconsin- Stevens Point School of Education**  
***Instructions for completing the***  
**Cooperating Teacher Evaluation of Teacher Candidate**

1. This document is prepared in Microsoft Office Word 2010 (compatible with Word 97-03). Please complete it electronically. You will receive the link in a welcoming email from the Director. A print copy, signed by the cooperating teacher and the teacher candidate, is required for the student's certification file. You may submit a PDF (preferred) or Word document to the student for inclusion in their electronic portfolio. If you have any questions, please contact the Office of Field Experiences at [Field.Experiences@uwsp.edu](mailto:Field.Experiences@uwsp.edu) or 715-346-2449 for support.
2. Complete the requested information at the beginning of the form.
  - Be specific as to the subjects taught and grade levels in which the teacher candidate gained experience.
3. Provide a brief description of the school and classroom(s) in which the student teaching placement took place. [The response box will expand to accommodate any length.]  
Important information to include is:
  - School/classroom demographics
  - Resource personnel working with the students
  - Special education/second language learners in the classroom
  - Curriculum/program information; school goals
  - Length of class periods (secondary)
  - Teaming/team teaching that occurs
4. For each InTASC Teaching Standard, assess the level of performance demonstrated by the teacher candidate. **Evidence** of their practice **must be included** to support the assigned ratings. The 'Evidence/Comments' box expands to accommodate written statements.  
→ It is important to remember that you are assessing the teacher candidate's readiness to become a new member of the profession. A '**Ready**' rating indicates the student is able to apply their learning, reflect upon practice, and demonstrate growth. A successful teacher candidate is one that is prepared to be *inducted* into the profession where they will continue to learn and grow.
  - Ratings of **Unsatisfactory** *must* be accompanied by specific evidentiary statements. Include specific recommendations for needed growth experiences.
5. Comments/evidence for each standard are required. Consider the teacher candidate's overall performance and comment on strengths and challenges this novice professional demonstrates. [The response box will expand to accommodate your complete comments.]
- ★ 6. A candidate will be successful when the Overall Rating for each standard is rated Ready.
7. Required signatures:
  - The designated cooperating teacher must sign and date the evaluation.
  - If two designated cooperating teachers (i.e. in a combined physical education & health placement) collaborated to produce the evaluation, both teachers must sign the form. An alternative would be to have each designated cooperating teacher complete a separate evaluation form.
  - After discussion with the student, the student's signature is required indicating the document has been received and reviewed.
8. The university supervisor is accountable for all required evaluations/assessments being in the candidate's file **within one week of the close of the semester**

Cooperating teachers may submit the evaluation by mail or email to:  
**Office of Field Experiences; 464 CPS/UWSP; Stevens Point, WI 54481**  
[Field.experiences@uwsp.edu](mailto:Field.experiences@uwsp.edu)