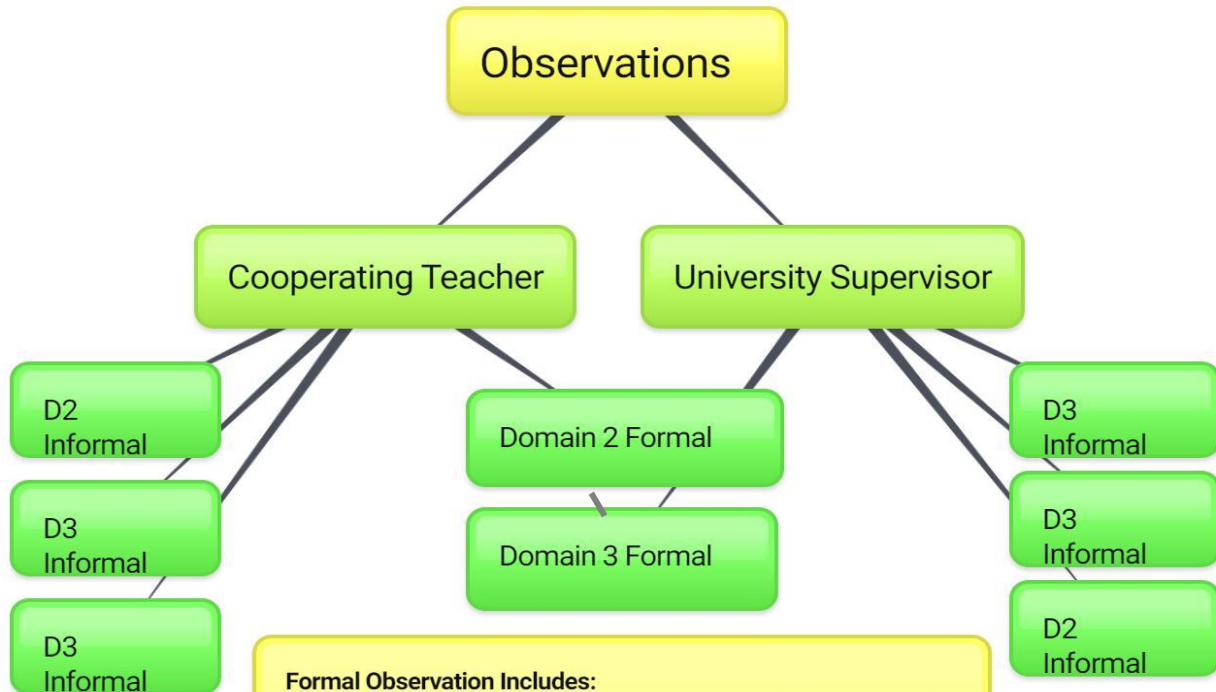


# Student Teaching Observation Requirements

## *10 Total Observations Submitted in Taskstream*

Traditional 16-Week Placements		
University Supervisor		Cooperating Teacher
Formal D3	<i>(These are recommended to be the same lesson.)</i>	Formal D2
Formal D2	<i>(These are recommended to be the same lesson.)</i>	Formal D3
Informal D2		Informal D2
Informal D3		Informal D3
Informal D3		Informal D3



**Formal Observation Includes:**

- \*Pre-conference at least the day before: review lesson plan and discuss (candidate revises lesson plans as necessary)
- \*Observation
- \*Post-conference: professional discussion of lesson and observation outcomes
- \*\*Cooperating Teacher and University Supervisor are encouraged to both participate in the same formal observations to provide a greater depth of professional learning for the teacher candidate. Best is if one observes in D2 while the other observes in D3, then switch for the next formal observation.\*\***

**Informal Observations**

- \*Pre-conference may be just before, or just a review of the lesson plan
- \*May be unscheduled ("pop-in")
- \*Post-conference should still be held, although may be more informal
- \*FFT Observation Form for the domain observed should still be completed and signed.
- \*US and CT may collaborate or do these separately, as is convenient.

## Non-Traditional Placement Modifications

Two Eight-Week Placements			
First Placement		Second Placement	
University Supervisor	Cooperating Teacher	University Supervisor	Cooperating Teacher
Formal D2	Formal D3	Formal D3	Formal D2
<i>(These are recommended to be the same lesson.)</i>		<i>(These are recommended to be the same lesson.)</i>	
Informal D2 or D3	Informal D2 or D3	Informal D2 or D3	Informal D2 or D3
Informal D2 or D3	Informal D2 or D3	Informal D2 or D3	Informal D2 or D3
<i>The second informal lesson may be done in the placement of choice for the University Supervisor; s/he does not have to conduct two informals in each placement. Each CT should conduct two informals for candidate mentorship; the candidate may choose which one to not submit.</i>			

Emergency Hire / Teacher of Record Placements		
University Supervisor	Administrator	
Formal D3	<i>(These are recommended to be the same lesson if possible.)</i>	Formal D2/D3
Formal D2	<i>Administrators are required by law to conduct a formal observation of new teachers the first semester. This shall be done on the form the administrator traditionally uses (typically similar to the ISU FfT form). May actually include all four domains. Candidates will submit this formal FfT administrator evaluation in lieu of the CT observations, in the first portal. Only one full administrator evaluation is required.</i>	
Informal D2		
Informal D3		
Informal D3		
<i>Additional recommended but not required. If additional observations are conducted, submit them in the extra CT portals.</i>		

## How to Submit Observations

1. Scan the completed, signed observation forms as PDFs.
  - The entire form should be **one PDF document** (not separate files for each page – only one file for all pages!).
  - If you do not have access to a scanner, then you can use an app on your smartphone, such as TinyScanner or FastScanner.
2. Submit electronically on Taskstream. You must have added the Student Teaching program to your Taskstream Dashboard. **The code is FFT.**
  - **Submit within one week of the observation date.** This should give plenty of time to have post-conferences for formal observations.
3. Submit the original white hardcopy to Dr. Slack at the ATLAS Center.
  - Those outside of Pocatello should mail the hardcopies in the postage-paid envelope provided to you at the first Pocatello seminar.
    - You may delay in mailing hardcopies until you have two or three to mail at once (saves postage).
    - If you need more envelopes, you may get them from Dr. Eller in Twin Falls, Dr. Bartle in Idaho Falls, or Verla in the ATLAS Center can mail you some.