

<b>Formative Evaluation Conference Sheet</b>
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Intern \_\_\_\_\_ Cooperating Teacher \_\_\_\_\_

University Supervisor: \_\_\_\_\_ Conference Date \_\_\_\_\_

**Suggested Agenda for Formative Conference**

1. Attendance Log: The supervisor will verify the intern's attendance in Anthology to ensure it is up to date and the CT is approving in a timely manner
2. Discuss intern dispositions thus far. You may use the Assessment of Teacher Candidate Dispositions form (hot pink) to guide your discussion.
3. Discuss the Program Area Internship Evaluation (lilac) and complete a consensus copy.

Cooperating teachers, university supervisors, and interns please complete your individual copy prior to the formative conference.

4. Expanded ADEPT Rubric (tan color): Discuss observations to date and complete a consensus Expanded ADEPT Rubric. Cooperating teachers, university supervisors, and interns please complete your individual copy prior to the formative conference.
5. SCESS Conceptual Framework Assessment (blue): Discuss observations to date and complete a consensus SCESS Conceptual Framework Assessment. Cooperating teachers, university supervisors, and interns please complete your individual copy prior to the formative conference.

Supervisors enter this data when you receive the link.

6. Collect at least 2 intern observation forms and post conference forms **and lesson plans** from the cooperating teacher.
7. Write an improvement Plan, if needed.
8. Schedule the next university supervisor observation visits – Two between the formative and summative conferences although one of these should be unannounced. **(If possible, have the cooperating teacher take over at the end of observation to allow intern/supervisor to debrief.)**
9. Interns will provide the university supervisor with an update on his/her progress towards passing the Praxis 2 and PLT exam.
10. Remind interns of the MANDATORY mid-point meeting. Immediately after this meeting, interns will need to complete any required assessments.
11. Conference comments and questions

	Signature	Date
Intern		
Cooperating Teacher		
University Supervisor		