

BSE APPLICATION CHECKLIST

NAME _____

FALL _____

SPRING _____

SUBMIT COMPLETED CHECKLIST WITH APPLICATION

	<u>Yes</u>	<u>No</u>
BSE Application		
Background Form		
Copy of ID		
Pre-Service Certificate		
Proof of Liability Insurance		
BSE CANDIDATE EVALUATION *Submit no later than 5 days after BSE completion.		



Albany State University

BSE Packet

Assignments

CANDIDATE EVALUATION OF BEGINNING SCHOOL EXPERIENCE

Name: _____
Last First MI

School in which you worked: _____

Location of school: _____

Principal: _____

Supervising Teacher: _____

Grade level and/or Subjects: _____

Date at School: _____ to _____
Date Date

- I. Describe what your cooperating teacher did during the preplanning days to identify and prepare for the needs of individual students.** This assignment should be submitted in LiveText before the beginning of the semester.

Correlated *Conceptual Framework Principles*

What activities did you and the cooperative teacher participate in to demonstrate the following?

- Technology-Component Practitioner

- The teacher understands how children learn and develop, and can provide learning opportunities that support their intellectual, social and personal development with the use of technology.
- Professional Educator
 - The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning and self-motivation. The teacher uses knowledge of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.
- Culturally-Responsive Practitioner
 - The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.
- Reflective Practitioner
 - The teacher is a reflective practitioner who continually evaluate the effects of his/her choices and action on others (students, parents, and other Professionals and who actively seeks out opportunities to grow professionally.

II. Describe what the teacher did during the first week of school once the P-12 students returned to:

- Establish a positive learning environment for all students.
- Implement and inform the students regarding classroom rules or procedures.
- Determine academic readiness of his/her individual students.
- Other activities that you thought were important? For example, the solicitation of information (students questionnaire, parental feedback, etc.) to help the teacher know more about the individual students.

III. Reflection

A statement of reflection about what you think this set of experiences has meant to you, what you liked, what you would do differently, what you would recommend for future candidates, etc.



Beginning School Experience

BSE Student Time Sheet

Please record the dates and time you completed during the Beginning School Experience. The Supervising Teacher signature is required to verify times.

Dates	Beginning-Ending Times	Notes

BSE Student Teacher Signature _____ **Date** _____

Supervising Teacher Signature _____ **Date** _____



TEACHER EDUCATION

Class Profile Sheet

Please complete the class profile information below. If you are not in a self-contained class then select the largest class for this information.

1. A. Class Description: _____
(Examples: 8th grade math, 3rd grade self contained, 7th and 8th choral etc.)
B. List any unique characteristics (such as advanced placement, title I, etc)

2. Number of students: _____

3. Class Gender: Females _____ Males _____

4. Percentage of students in the school on reduced/free lunch: _____

5. Class Ethnicities (list number of each category)
- | | |
|------------------------------|-------|
| African American | _____ |
| Asian or Asian American | _____ |
| Hispanic or Mexican American | _____ |
| Native American | _____ |
| White | _____ |
| Other (_____) | _____ |

6. Number of students with limited English speaking ability: _____

7. Student exceptionalities:
- | | |
|-----------------------|-------|
| Visually impaired | _____ |
| Hearing impaired | _____ |
| Learning Disability | _____ |
| Physically Disability | _____ |
| Gifted | _____ |
| Other | _____ |

8. Any unusual or special characteristics related to this class not covered above:

9. Attach a sketch of the classroom with notes to indicate any strategies for student seating arrangements or areas designated for specific purposes.

Mentor Rating for Beginning School Experience

Thanks for your supervision of our BSE candidate, please rate his/her performance on the items list below:

BSE Candidate Name _____

Student Teaching in: Fall _____ Spring _____

School Name _____

My BSE student:

(Rating scale: 1-poor 2-fair 3-good 4-excellent 5 - Not Observed)

1. Cooperatively established a schedule with me and followed it:
 - came on time
 - stayed as scheduled
 - absent [_____]
 - no absences throughout the BSE
2. Was proactive in looking for ways to contribute to the opening process. _____
3. Completed tasks in a timely manner and with quality. _____
4. Sought opportunities to be involved with the students. _____
5. Worked well with students. _____
6. Solicited feedback and suggestions from me towards a successful opening of the school year. _____
7. Comments on BSE candidate's performance:

8. Changes in this BSE were based on feedback from past BSE supervisors so we welcome your suggestions or comments towards continued improvements in the BSE activity.

Mentoring Teacher's Signature _____ Date _____

**I served as this candidate's supervising teacher for the BSE and he/she has completed all days for pre-planning and one full week of school. He/she has participated appropriately in all assigned activities. Please place this form in a sealed envelope and mail to:
Albany State University, College of Education, C/O Dr. Carolyn W. Medlock, 504 College Drive, Albany, GA 31705**

PRINCIPAL'S EVALUATION OF BEGINNING SCHOOL EXPERIENCE

Name _____
Last First MI

A candidate at Albany State University, preparing to be an educator, was at:

Name of School

From _____ to _____
Date Date

BSE Candidate: (Rating scale): 1-poor 2-fair 3-good 4-excellent 5- Not Observed

1. Provided service to the school and the profession. _____
2. Attended all meetings required of the teachers. _____
3. Modeled professional, ethical standards as well as personal integrity in all interactions. _____
4. Displayed a positive attitude, demonstrated leadership skills, and was open to constructive criticism. _____
5. Worked in a collegial and collaborative manner to promote positive success. _____

Comments:

Signature _____
Principal or Designee

MAIL TO: Albany State University, College of Education, C/O Dr. Carolyn W. Medlock, 504 College Drive, Albany, GA 31705