

December 17, 2009

Dear Faculty:

Many thanks to those of you who implemented our new unit assessment instruments this semester! We appreciate your hard work and patience as we are transitioning to new assessment practices and assessment technologies. Thanks, too, to faculty who responded to our recent survey on FSEHD dispositions.

I have a few assessment reminders/updates as you end this semester and begin planning for Spring 2010:

1. If you used the Teacher Candidate Work Sample (for Student Teaching) or Teacher Candidate Mini Work Sample (for Preparing to Teach), please be sure to submit your rubric scores so we can examine and report on the data.
2. **IMPORTANT:** Please be aware that we will move to full scale implementation of the new unit assessments in Spring 2010.

At Exit:

- a. We will no longer be using the Exit Portfolio (School Analysis, Implemented Unit Plan, or Professional Development Reflection). Instead we will use the Teacher Candidate Work Sample.
- b. We will no longer be using the old Observation Report (2004). Instead we will use the FSEHD Teacher Candidate Observation and Progress Report.
- c. The Office of School Partnerships and Placements still requires that the following forms be completed at Exit: Evaluation of the College Supervisor, Student Teaching Final Evaluation, Cooperating Teacher Evaluation, School Site Evaluation, Teacher Preparation Program Evaluation, and School Site Evaluation. These forms will be revised for use after Spring 2010.

At Preparing to Teach:

- a. At Preparing to Teach, we will no longer be using the "old" Implemented Lesson Plan Scoring Rubric. Instead, we will use the revised Implemented Lesson Plan (which is an abbreviated form of the FSEHD Teacher Candidate Observation and Progress Report).
- b. The Reflective Essay is no longer a required unit assessment. Instead, candidates who are Preparing to Teach will be required to complete a Mini Work Sample.
- c. Until we have revised dispositions assessments, Self and Faculty Disposition Evaluation forms are still required to be submitted at Preparing to Teach.

These changes are summarized in the following table:

No Longer in Use in Spring 2010	In Use in Spring 2010
Exit: <ul style="list-style-type: none"> <li>• Exit Portfolio (School Analysis, Implemented Unit Plan, Professional Development Reflection)</li> </ul>	Exit: <ul style="list-style-type: none"> <li>• Teacher Candidate Work Sample</li> <li>• Teacher Candidate Observation and Progress Report (3)</li> <li>• Student Teaching Final Evaluation</li> <li>• Student Teaching Final Evaluation</li> <li>• Cooperating Teacher Evaluation</li> <li>• Teacher Preparation Program Evaluation</li> <li>• School Site Evaluation</li> </ul>
Preparing to Teach: <ul style="list-style-type: none"> <li>• Implemented Lesson Plan Rubric</li> <li>• Reflective Essay</li> </ul>	Preparing to Teach: <ul style="list-style-type: none"> <li>• Implemented Lesson Plan (new format)</li> <li>• Mini Work Sample</li> <li>• Self Disposition Evaluation</li> <li>• Faculty Disposition Evaluation</li> </ul>

3. I am attaching copies of the most recent versions of the Teacher Candidate Work Sample (Exit), FSEHD Observation and Progress Report (Exit), Mini Work Sample (PTT), and Implemented Lesson Plan (PTT) to be used in Spring 2010. Please note:
  - a. In response to faculty requests, the Assessment and Program Improvement Committee has revised the Teacher Candidate Work Sample and Mini Work Sample rubrics to include evaluation of the Organization, Readability, Spelling, and Grammar evidenced in these products.
  - b. We changed the “unacceptable” rating in the Mini Work Sample to “developing” to reflect our recognition that candidates at Preparing to Teach are still developing and not expected to be fully competent teachers yet.
  - c. We have made other small changes, including referencing RIPTS (instead of RIBTS), including space in the rubrics to mark your score, etc.
4. All Exit and PTT unit assessment data will be submitted electronically in Spring 2010:
  - a. All of the rubrics and assessment forms for Spring 2010 unit assessments will be available in Chalk & Wire in Spring 2010.
  - b. Since we are working toward gradual implementation of Chalk & Wire and not all faculty will have been trained in or using Chalk & Wire in Spring 2010, anyone not using Chalk & Wire will need to complete unit assessments online through an online survey software tool called CheckBox. We will be emailing you instructions for accessing CheckBox shortly. We are confident that you will find CheckBox to be a more user friendly alternative than surveymonkey.
  - c. If you haven’t received any training in Chalk & Wire, you will have the opportunity to receive training in Spring 2010.
5. The Assessment and Program Improvement Committee has established a provisional cut score for passing the Teacher Candidate Work Sample. The criteria for passing the Teacher Candidate Work Sample are outlined in the attached document entitled *TCWS*

*cover sheet SPRING 2010*. We anticipate that this cut score will be used until we conduct a formal standard setting process in the summer.

6. Since the Mini Work Sample has been used/piloted for a shorter time than the Teacher Candidate Work Sample was, the committee was hesitant to set a definitive cut score for Spring 2010. Consequently, we are asking assessors to make a holistic judgment (and provide a rationale) for deciding whether a candidate's Mini Work Sample is of passing or failing quality. We will use this information to make recommendations for a Mini Work Sample cut score for Fall 2010. For more information, see the attached document entitled *Mini TCWS cover sheet SPRING 2010*.
7. The assessment committee is in the process of reviewing feedback from faculty and cooperating teachers on observable candidate behaviors that reflect FSEHD's revised dispositions. We hope to make recommendations about the assessment of candidate dispositions in Spring 2010.
8. The RITER committee has developed a Cultural Competency Assessment for teacher candidates. This spring, we will be discussing how/where this assessment fits in the unit assessment system.
9. All of these points will be addressed/clarified in a Teacher Education meeting in early Spring 2010 and in our spring Faculty Retreat. In the meantime, please feel free to contact me with any questions.

Thanks, again, for your help as we move forward. I hope you have a wonderful holiday season.

Susan Gracia

Attachments:

- FSEHD\_TCWS\_SPRING 2010
- TCWS cover sheet SPRING 2010
- FSEHDObservationReport-SPRING 2010
- FSEHD\_MINI WORK SAMPLE\_SPRING 2010
- Mini TCWS cover sheet SPRING 2010
- Implemented Lesson Plan\_SPRING 2010

February 25, 2010

Hello-

I'm sorry that I didn't have the opportunity to share some important information with you at the faculty meeting that was originally scheduled on Feb. 10. I look forward to seeing you at the rescheduled meeting in March. In the meantime, I am sending you some information that you may find useful.

1. All new unit assessments and all existing Student Teaching Evaluations are online and must be filled out electronically this semester—on CheckBox or Chalk & Wire.
2. Assessments on Chalk & Wire can be accessed by logging into Chalk & Wire. We are in the process of entering the forms in Chalk & Wire.
3. The links to the CheckBox versions of our assessments are:
  - a. Exit
    - i. Observation and Progress Report:  
**[http://ric.checkboxonline.com/fsehd\\_observation\\_and\\_progress\\_report.aspx](http://ric.checkboxonline.com/fsehd_observation_and_progress_report.aspx)**
      1. Filled out 3 times each by Cooperating Teacher and College Supervisor
    - ii. TCWS Rubric Scores:  
**[http://ric.checkboxonline.com/TCWS\\_scores.aspx](http://ric.checkboxonline.com/TCWS_scores.aspx)**
      1. Filled out by College Supervisor
      2. Please submit a print out of the TCWS scores (generated through CheckBox) with the paperwork you submit to the dean's office at the end of the semester.
    - iii. Cooperating Teacher Evaluation:  
**[http://ric.checkboxonline.com/cooperating\\_teacher\\_evaluation.aspx](http://ric.checkboxonline.com/cooperating_teacher_evaluation.aspx)**
      1. Filled out by Teacher Candidate and College Supervisor
    - iv. Evaluation of College Supervisor by the Cooperating Teacher  
**[http://ric.checkboxonline.com/eval\\_of\\_college\\_supervisor.aspx](http://ric.checkboxonline.com/eval_of_college_supervisor.aspx)**
      1. Filled out by Cooperating Teacher
    - v. Student Teaching Final Evaluation  
**[http://ric.checkboxonline.com/student\\_teaching\\_final\\_evaluation.aspx](http://ric.checkboxonline.com/student_teaching_final_evaluation.aspx)**
      1. Filled out by Cooperating Teacher
    - vi. School Site Evaluation  
**[http://ric.checkboxonline.com/school\\_site\\_evaluation.aspx](http://ric.checkboxonline.com/school_site_evaluation.aspx)**
      1. Filled out by Teacher Candidate and College Supervisor

For security purposes, please do not forward the above links to the Teacher Candidate. We will notify Teacher Candidates directly with instructions for completing their forms.

- b. Preparing to Teach
    - i. Revised Implemented Lesson Plan:
      - [http://ric.checkboxonline.com/implemented\\_lesson\\_plan.aspx](http://ric.checkboxonline.com/implemented_lesson_plan.aspx)**
      - 1. Filled out by Practicum Instructor
    - ii. Mini Work Sample Rubric Scores:
      - [http://ric.checkboxonline.com/fsehd\\_mini\\_work\\_sample\\_scores.aspx](http://ric.checkboxonline.com/fsehd_mini_work_sample_scores.aspx)**
      - 1. Filled out by Practicum Instructor
      - 2. Please submit a print out of the Mini Work Sample scores (generated through CheckBox) with the paperwork you submit to the dean's office at the end of the semester.
4. Below are some things to keep in mind as you plan to complete online evaluations through CheckBox:
- a. Questions on the online forms that are marked with a red asterisk (\*) are required. If you do not complete those questions, you will not be able to proceed to the next page of the forms.
  - b. Be prepared to fill out an ENTIRE form in one sitting. You cannot resume where you left off if you fill out part of a form and then close it. If you fill out part of a form, close it, and then go back to it, you will have to start over at the beginning.
  - c. If cooperating teachers have trouble accessing CheckBox, it is very likely that their district's internet security settings are preventing them from doing so. In this case, they should contact their IT departments to ease these restrictions and/or consider completing the evaluations at another location (e.g., at home).
  - d. At the end of each form, you will be asked to (re)enter your email address. Once you have done this, a copy of all of your responses will be sent to your email address. You should then save your responses and forward them on to the teacher candidate, College Supervisor, and/or Cooperating Teacher, as appropriate.
5. Several people have asked if we have TCWSs online (not yet) or if there are other resources for viewing Work Sample exemplars. Two excellent web sites to view Work Sample exemplars are:
- a. **[http://www.uni.edu/itq/Scored\\_TWS/index.htm](http://www.uni.edu/itq/Scored_TWS/index.htm)**
  - b. **<http://edtech.wku.edu/rtwsc/exemplars.htm>**

On these sites, you'll find "sample" Work Samples in all content areas and at all grade levels. Several of them are annotated, as well.

If you have piloted the TCWS and would like to offer some of your teacher candidates' Work Samples as exemplars, please send me electronic or paper copies. We will remove any identifying information in the Work Samples and make these exemplars available to faculty, cooperating teachers, and teacher candidates.

6. I attended the AACTE conference last week and watched a video with teacher candidate testimonials on the Teacher Work Sample. It can be viewed at:

**<http://www.youtube.com/watch?v=2KBsFEL8J6k>**

This video comes from the University of Northern Iowa, which has been using Teacher Work Samples for quite some time. Please note that their use of the term “Level 3” denotes student teaching. I think the video addresses some questions that you may be experiencing about completing Work Samples during the student teaching semester. This video might be useful for you to watch yourself and to share with teacher candidates, cooperating teachers, and supervisors.

Please forward this email to adjunct instructors and/or anyone else who needs this information. Also, please continue to contact me with your questions and concerns. And, thank you for your patience, hard work, and graciousness as we go forward with implementation.

Thanks,  
Susan Gracia

Susan Gracia, PhD  
Director of Assessment, Feinstein School of Education and Human Development  
Associate Professor, Educational Leadership Program  
Dept. of Counseling, Educational Leadership, and School Psychology  
Horace Mann 101  
Rhode Island College  
600 Mount Pleasant Avenue  
Providence, RI 02908-1991  
tel.: 401-456-8577  
fax: 401-456-9628  
email: [sgracia@ric.edu](mailto:sgracia@ric.edu)

September 14, 2010

Dear Cooperating Teachers-

Some important information regarding completing student teaching assessments online this semester using CheckBox:

1. **If you are part of the Chalk & Wire pilot initiative for student teaching, please disregard this message!**
2. Apart from those involved in the Chalk & Wire pilot initiatives, all Cooperating Teachers, College Supervisors, and Teacher Candidates must complete Student Teaching assessments/evaluations electronically this semester through CheckBox.
3. GOOD NEWS! You no longer have to complete the each evaluation in one sitting. All forms now have a "Save and Exit" option, allowing you to fill out part of a form, save and exit, and then resume the form later. The system will now remember your place while taking a survey. When you need to stop filling out a form, click "Save and Exit" at the bottom of the screen, and a box much like the following will appear:

<p>Save the following URL and navigate to it when you wish to continue where you left off: [a url will be provided here]</p> <p>If you would prefer to email yourself a copy of the URL please fill out the form below: Email Address: [enter your email address]</p>
---

CheckBox will provide you with a unique url allowing you to resume filling out that particular survey. Or, you can have the program email you the url for your reference. If you close your browser and re-open the survey link at this special url, you will be returned to whatever page you left off on.

4. The Office of Partnerships and Placements and the Assessment Committee worked this summer to revise the end-of-student teaching evaluations. Consequently, the old Evaluation of the College Supervisor by the Cooperating Teacher, Cooperating Teacher Evaluation, School Site Evaluation, and Teacher Preparation Program Evaluation have been replaced by forms referenced below.
5. The links to the online versions of our assessments are:

Observation and Progress Report

<http://ric.checkboxonline.com/oprfall2010.aspx>

- Filled out 3 times each by Cooperating Teacher and College Supervisor

TCWS Rubric Scores

<http://ric.checkboxonline.com/tcwsfall2010.aspx>

- Filled out by College Supervisor

Cooperating Teacher Survey (Replaces old *Evaluation of the College Supervisor by the Cooperating Teacher*)

<http://ric.checkboxonline.com/cooperatingteachersurvey.aspx>

- Filled out by Cooperating Teacher at end of placement

Supervisor Evaluation of Cooperating Teacher (Replaces old *Cooperating Teacher Evaluation* completed by College Supervisor)

<http://ric.checkboxonline.com/supervisorevaluationofCT.aspx>

- Filled out by College Supervisor at end of placement

Teacher Candidate Exit Survey (Replaces old *Cooperating Teacher Evaluation* completed by student teacher, *School Site Evaluation*, and *Teacher Preparation Program Evaluation*)

<http://ric.checkboxonline.com/exitsurvey.aspx>

- Filled out by Teacher Candidate at end of placement

For security purposes, please do not forward the above links to the Teacher Candidate. We will notify Teacher Candidates directly with instructions for completing their forms.

4. Below are some things to keep in mind as you plan to complete online evaluations through CheckBox:
  - a. Questions on the online forms that are marked with a red asterisk (\*) are required. If you do not complete those questions, you will not be able to proceed to the next page of the forms.
  - b. If cooperating teachers have trouble accessing CheckBox, it is very likely that their district's internet security settings are preventing them from doing so. In this case, they should contact their IT departments to ease these restrictions and/or consider completing the evaluations at another location (e.g., at home).
  - a. At the end of each form, you will be asked to (re)enter your email address. Once you have done this, a copy of all of your responses will be sent to your email address. **You should then save your responses and forward them on to the teacher candidate, College Supervisor, and/or Cooperating Teacher, as appropriate.**

Please do not hesitate to continue to contact me with your questions and concerns. (Please do not send to teacher candidates. We will be contacting them.) And, thank you for your patience, hard work, and graciousness as we go forward with implementation.

Thanks,  
Susan Gracia



September 17, 2010

Dear FSEHD Faculty/Staff Member-

Some important information regarding completing FSEHD unit assessments this semester:

1. **If you are using Chalk & Wire or are part of the Chalk & Wire pilot initiative for student teaching, please disregard this message!**
6. Apart from those assessments completed on Chalk & Wire, all FSEHD unit assessments for initial and advanced programs must be completed electronically this semester through CheckBox.
7. The url links to the online versions of unit assessments are included in the attached Word document (checkboxlinks.docx). Please save the document so you have easy access to the correct links.
  - a. Please pass this message and the attached document to adjunct faculty and/or other people who should receive this information.
  - b. Advanced program faculty: Please forward the self-evaluation links to appropriate candidates.
8. Below are some things to keep in mind as you plan to complete online evaluations through CheckBox:
  - a. All forms have a “Save and Exit” option, allowing you to fill out part of a form, save and exit, and then resume the form later. The system will now remember your place while taking a survey. When you need to stop filling out a form, click “Save and Exit” at the bottom of the screen, and a box much like the following will appear:

Save the following URL and navigate to it when you wish to continue where you left off:

[a url will be provided here]

If you would prefer to email yourself a copy of the URL please fill out the form below:

Email Address:

[enter your email address]

CheckBox will provide you with a unique url allowing you to resume filling out that particular survey. Or, you can have the program email you the url for your reference. If you close your browser and re-open the survey link at this special url, you will be returned to whatever page you left off on.

- b. Questions on the online forms that are marked with a red asterisk (\*) are required. If you do not complete those questions, you will not be able to proceed to the next page of the forms.
- c. If cooperating teachers have trouble accessing CheckBox, it is very likely that their district's internet security settings are preventing them from doing so. In this case, they should contact their IT departments to ease these restrictions and/or consider completing the evaluations at another location (e.g., at home).
- d. At the end of each form, you will be asked to (re)enter your email address. Once you have done this, a copy of all of your responses will be sent to your email address. **You should then save your responses and forward them on to the candidate, College Supervisor, Cooperating Teacher, etc. as appropriate.**

Please do not hesitate to continue to contact me with your questions and concerns. And, thank you for your patience, hard work, and graciousness as we go forward with electronic implementation.

Thanks,  
Susan Gracia

November 9, 2010

Dear Cooperating Teachers-

Some important information regarding completing student teaching assessments online this semester using CheckBox:

1. **If you are part of the Chalk & Wire pilot initiative for student teaching, please disregard this message!**
2. Apart from those involved in the Chalk & Wire pilot initiatives, all Cooperating Teachers, College Supervisors, and Teacher Candidates must complete Student Teaching assessments/evaluations electronically this semester through CheckBox.
3. GOOD NEWS! You no longer have to complete the each evaluation in one sitting. All forms now have a "Save and Exit" option, allowing you to fill out part of a form, save and exit, and then resume the form later. The system will now remember your place while taking a survey. When you need to stop filling out a form, click "Save and Exit" at the bottom of the screen, and a box much like the following will appear:

<p>Save the following URL and navigate to it when you wish to continue where you left off: [a url will be provided here]</p> <p>If you would prefer to email yourself a copy of the URL please fill out the form below: Email Address: [enter your email address]</p>
---

CheckBox will provide you with a unique url allowing you to resume filling out that particular survey. Or, you can have the program email you the url for your reference. If you close your browser and re-open the survey link at this special url, you will be returned to whatever page you left off on.

4. The Office of Partnerships and Placements and the Assessment Committee worked this summer to revise the end-of-student teaching evaluations. Consequently, the old Evaluation of the College Supervisor by the Cooperating Teacher, Cooperating Teacher Evaluation, School Site Evaluation, and Teacher Preparation Program Evaluation have been replaced by forms referenced below.
5. The links to the online versions of our evaluations are:

Observation and Progress Report

<http://ric.checkboxonline.com/oprfall2010.aspx>

- Filled out 3 times each by Cooperating Teacher and College Supervisor

TCWS Rubric Scores

<http://ric.checkboxonline.com/tcwsfall2010.aspx>

- Filled out by College Supervisor

Student Teaching Final Grade Recommendation

[http://ric.checkboxonline.com/final\\_grade\\_recommendation.aspx](http://ric.checkboxonline.com/final_grade_recommendation.aspx)

- Filled out by Cooperating Teacher and College Supervisor

Cooperating Teacher Survey (Replaces old *Evaluation of the College Supervisor by the Cooperating Teacher*)

<http://ric.checkboxonline.com/cooperatingteachersurvey.aspx>

- Filled out by Cooperating Teacher at end of placement

Supervisor Evaluation of Cooperating Teacher (Replaces old *Cooperating Teacher Evaluation* completed by College Supervisor)

<http://ric.checkboxonline.com/supervisorevaluationofCT.aspx>

- Filled out by College Supervisor at end of placement

Teacher Candidate Exit Survey (Replaces old *Cooperating Teacher Evaluation* completed by student teacher, *School Site Evaluation*, and *Teacher Preparation Program Evaluation*)

<http://ric.checkboxonline.com/exitsurvey.aspx>

- Filled out by Teacher Candidate at end of placement

For security purposes, please do not forward the above links to the Teacher Candidate. We will notify Teacher Candidates directly with instructions for completing their forms.

4. Below are some things to keep in mind as you plan to complete online evaluations through CheckBox:
  - a. Questions on the online forms that are marked with a red asterisk (\*) are required. If you do not complete those questions, you will not be able to proceed to the next page of the forms.
  - b. If you have trouble accessing CheckBox on your school computer, it is very likely that your district's internet security settings are preventing you from doing so. In this case, you should contact your IT departments to ease these restrictions and/or consider completing the evaluations at another location (e.g., at home).
  - c. At the end of each form, you will be asked to (re)enter your email address. Once you have done this, a copy of all of your responses will be sent to your email address. **You should then save your responses and forward them on to the teacher candidate and College Supervisor, as appropriate.**

Please do not hesitate to continue to contact me with your questions and concerns. (Please do not send to teacher candidates. We will be contacting them.) And, thank you for your patience, hard work, and graciousness as we go forward with implementation.

Thanks,  
Susan Gracia

**From:** [Sullivan, Eileen C](mailto:Sullivan.Eileen.C)  
**To:** [ride9209@ride.ri.net](mailto:ride9209@ride.ri.net); [baskitt@cox.net](mailto:baskitt@cox.net); [Capalbo, Linda](mailto:Capalbo.Linda); [cmkamey@ric.edu](mailto:cmkamey@ric.edu); [Cordeiro, Patricia](mailto:Cordeiro.Patricia); [Owen, Lisa](mailto:Owen.Lisa); [mymustang96@gmail.com](mailto:mymustang96@gmail.com); [Kniseley, Macgregor](mailto:Kniseley.Macgregor); [GCap131@aol.com](mailto:GCap131@aol.com); [Kkent399@aol.com](mailto:Kkent399@aol.com); [kflynn28@cox.net](mailto:kflynn28@cox.net); [pattydoiron@gmail.com](mailto:pattydoiron@gmail.com); [jackiecribb@cox.net](mailto:jackiecribb@cox.net); [jmcd1400@gmail.com](mailto:jmcd1400@gmail.com); [helendordine@verizon.net](mailto:helendordine@verizon.net); [jmurphy159@cox.net](mailto:jmurphy159@cox.net); [jmurphy159@cox.net](mailto:jmurphy159@cox.net); [Stieglitz, Ezra](mailto:Stieglitz.Ezra); [McCarthy, Patricia](mailto:McCarthy.Patricia); [Lombardo, Bennett](mailto:Lombardo.Bennett); [Clark, Susan](mailto:Clark.Susan); [Berard-Reed, Karen](mailto:Berard-Reed.Karen); [Freyermuth, Virginia K](mailto:Freyermuth.Virginia.K); [Williams, Cheryl](mailto:Williams.Cheryl); [Duffy, Cynthia A](mailto:Duffy.Cynthia.A); [Williams, Cheryl](mailto:Williams.Cheryl); [Dell, Susan](mailto:Dell.Susan); [Imber, Steve](mailto:Imber.Steve); [Favazza, Paddy](mailto:Favazza.Paddy); [Moscovitz, Wendy C](mailto:Moscovitz.Wendy.C); [Dalton, Elizabeth](mailto:Dalton.Elizabeth); [Lynch, Marie A](mailto:Lynch.Marie.A); [jseravo@cox.net](mailto:jseravo@cox.net); [cpetisce@cox.net](mailto:cpetisce@cox.net); [LorNa749@aol.com](mailto:LorNa749@aol.com); [ellen.fingeret@verizon.net](mailto:ellen.fingeret@verizon.net); [Fingeret, Ellen](mailto:Fingeret.Ellen); [Seravo, Joyce M](mailto:Seravo.Joyce.M); [Kraus, Rudolf](mailto:Kraus.Rudolf); [Pannozzi, Kathleen E](mailto:Pannozzi.Kathleen.E); [Christy, Donna](mailto:Christy.Donna); [LaFerla, Vivian](mailto:LaFerla.Vivian); [Williams, Cheryl](mailto:Williams.Cheryl); [Freyermuth, Virginia K](mailto:Freyermuth.Virginia.K); [Ramirez, J. Andres](mailto:Ramirez.J.Andres); [Bigler, Ellen](mailto:Bigler.Ellen); [Duffy, Cynthia A](mailto:Duffy.Cynthia.A); [Williams, Cheryl](mailto:Williams.Cheryl); [Cook, Jennifer S](mailto:Cook.Jennifer.S); [Castagno, Karen](mailto:Castagno.Karen); [Sidorkin, Alexander](mailto:Sidorkin.Alexander)  
**Cc:** [Crabill, Kimberly](mailto:Crabill.Kimberly); [Gracia, Susan](mailto:Gracia.Susan)  
**Subject:** Welcome to Spring 2011- Student Teaching College Supervisors (memo also attached as pdf)  
**Date:** Tuesday, January 25, 2011 1:25:16 PM  
**Attachments:** [Supervisor Memo 2011.pdf](#)  
[2010-2011 Student Teaching Handbook - 1-11-2011.pdf](#)  
[CT-introduction letter-ES-spring2011.pdf](#)  
[DueDates-ObservationReports\\_spring2011.pdf](#)  
[Goals-CollegeSupervisor.pdf](#)  
[TCWS\\_Spring2011.doc](#)  
[FSEH\\_ObservationReport\\_Spring2011.doc](#)  
[OPRObservationLITE.doc](#)  
[Welcome\\_StTeaching\\_Spring2011.docx](#)

---

Office of Partnership and Placements

MEMO

To: All FSEHD College Supervisors  
Re: Student Teaching Documents  
From: E. Sullivan (esullivan@ric.edu)  
Date: January 25, 2011

I am delighted to welcome you to the Spring 2011 semester (is it really Spring with snow falling as I write this memo?) and your work as a College Supervisor for our RIC teacher candidates. Your role in preparing our teacher candidates to grow professionally and personally is a critical one. You are the liaison between RIC and the partnership district where our student is placed for his/her student teaching experience. You work with the teacher candidate, the cooperating teacher, and this office. The purpose of this memo is to remind you of some administrative details that will assist you with your work. I am always available to speak and meet with you to address any questions or concerns. Please do not hesitate to contact me to become involved with a situation. It is better for me to be aware of a small issue before it snowballs (like my play on words with another snow reference?) into a larger one.

Some important information for you:

- We no longer use the wiki I created last year; this wiki site is closed. Instead, all the most current information is on the FSEHD website. Here are some links:

Feinstein School of Education website

<http://www.ric.edu/feinsteinSchoolEducationHumanDevelopment/>

On the left margin-click on "Partner Schools"

<http://www.ric.edu/feinsteinSchoolEducationHumanDevelopment/partners.php>

Here you will find links for

The Office of Partnerships and Placements

- Partner districts
- Professional development directors/coordinators
- Clinical instructors (teachers who host RIC students for practicum courses)
- Cooperating teachers (teachers who host RIC students for student teaching)

We do not need to send you a link to enter your Observation and Progress Reports (OPR), but rather, just visit:

Ricassessment.org

In the far left hand corner you will find, Program Exit (Summative Assessment). A copy of the current TCW is posted, and then there is a link Enter TCWS data.

The next line has the Observation and Progress Report and Enter OPR data. This is where Sue Gracia will put the hyper link to the data entry for the OPR (SurveyGizmo). Please show your Cooperating teacher where to find this link as well. All you need to do is click on Enter OPR data.

Exit evaluations and final grade recommendations are embedded in data entry for the third OPR. There will not be a separate instrument/link for these items.

- Cooperating teachers and Clinical Instructors (not observations) who work with our RIC teacher candidates need to complete the payment requisition forms online to be paid (processed once a semester). They Go to:

Ricpay.org

Please tell your Cooperating Teacher they need to submit their request for payment; they should do this towards the end of each placement.

Also, College Supervisors-use the form on RIC accounting website for mileage reimbursement:

- Go to: <http://www.ric.edu/accounting/tForms.php>
- Scroll to AUTOMOBILE TRAVEL
- Download form and enter data
- Print, save a copy for your records, and mail to Kim at OPP (kcrabill@ric.edu)
- Note-need original signatures

I am attaching:

1. The due date sheet for the OPR's (but this is on the web)
2. The Student Teaching Handbook (but this is on the web as well)
3. Student teaching letter -introduction to student teaching

When you make your fist visits to the schools, be sure to introduce yourself to the Principal and follow protocol for signing in at the school each time.

One of my many goals this semester is to communicate with you, the College Supervisor, better. The past year I focused on improving the connection with our teacher candidates. I write and send out a monthly letter to all the teacher candidates and I will be sure to send those to you this year.

Take care and enjoy starting on your journey. In my letters to the teacher candidates, I compare the experience to learning to drive a car. Perhaps your role is the one of the Director of the Driving School, and the Cooperating Teacher is the instructor in the car with them.

Best to you and invite me out for a visit! I enjoy getting to the schools and I would like to use my flip camera to record some exemplary teacher candidates.

Sincerely,

Eileen Sullivan  
esullivan@ric.edu

"The beginning is the most important part of the work."  
Plato

Eileen C. Sullivan, Ed.D.  
Assistant Dean for Partnerships and Placements  
Feinstein School of Education and Human Development  
<http://www.ric.edu/feinsteinSchoolEducationHumanDevelopment/>

103 Horace Mann Hall  
Rhode Island College  
<http://www.ric.edu/>  
Providence, RI 02908  
Office: 401-456-8593  
Cell: 401-477-4809  
Fax: 401-456-8386

RIC Green Team Blog  
<http://ric-greenteam-thoughts.blogspot.com/>

Please consider the environment before printing this e-mail

January 18, 2011

Dear Teacher Candidates (Student Teachers), Cooperating Teachers, and College Supervisors:

We are delighted to share some exciting news with you. Special Education Teacher Candidates will be using Chalk and Wire for their student teaching experience. All Cooperating Teachers and College Supervisors who supervise these Teacher Candidates will be asked to work with this electronic data base (but it is now as simple as Checkbox).

Teacher candidates will be submitting lesson plans, and the Teacher Candidate Work Sample (TCWS) through Chalk & Wire.

Cooperating Teachers and College Supervisors will be viewing the electronic lesson plans and submitting the data from the Observation and Progress Report (OPR) through Chalk & Wire. College Supervisors will be scoring the TCWS through this site as well.

Teacher Candidates-be sure you know your login and password. If you do not own Chalk and Wire then you need to go to the RIC Bookstore to purchase your card, which provides the link and password to start an account.

Cooperating Teachers (CT) and College Supervisors (CS)-we will be providing more information for you about the login process. Note-there is no charge for CT's and CS'.

More information will be emailed to you, but we also want everyone to make note of some training so you can save the dates.

○ **RYAN and GREG-----DATES and training info here please!!!**

Enjoy your student teaching and supervision.

Sincerely,

Eileen Sullivan and Susan Dell

CONTACT INFORMATION FOR C&W PROJECT TEAM:

C&W Technical Assistance - Workshop Registration, Dr. Greg Kniseley and Ryan Hanley,  
[chalkandwire@ric.edu](mailto:chalkandwire@ric.edu)

FSEHD Student Teaching Programs, Dr. Eileen Sullivan, [esullivan@ric.edu](mailto:esullivan@ric.edu)

FSEHD Special Education Chairperson Dr. Susan Dell [sdell@ric.edu](mailto:sdell@ric.edu)

FSEHD Unit and Program Assessment Systems, Dr. Susan Gracia, [sgracia@ric.edu](mailto:sgracia@ric.edu)

FSEHD Teacher Education Programs, Dr. Karen Castagno, [kcastagno@ric.edu](mailto:kcastagno@ric.edu)