

Candidate Matthew Date 10/29 CT Jean /2nd
 School Lester Supervisor Haselden Site Coordinator Garand
 Site Visit Observation Form

Area	Observations/Strengths/Concerns
Dress	Today was "Crazy Socks" day. Matthew was participating in this activity but was appropriately and professionally dressed. He was wearing his FMU nametag.
Attitude/Disposition	Matthew smiled when I entered but stayed focused on his students, as he should. He was respectful to his students in words and actions. His students appeared to respond well to him.
Instruction	<p>When I first arrived the morning show was on and Matthew was monitoring the morning routines. Once the morning show was over, he moved right to the lunch count and once completed and the homework was collected, he began the writing lesson for the day. Matthew had a PowerPoint prepared with the overview of the day's schedule. He quickly reviewed the schedule and then shared a picture of a witch and his own descriptive writing sample. He read his sample and then distributed a picture of a witch and asked the students to get their crayons. The students were directed to color their pictures. While they worked, Matthew moved around and acknowledged the students' participation and colored his own witch on the board. When one student was finished, Matthew changed the PowerPoint slide to display a graphic organizer and told the student to go ahead and start his own graphic organizer. Although I was only there for short period of time, it was clear that Matthews' students responded well to him and that Matthew was enthusiastic about his teaching. Without reviewing the lesson plan, there were some features of an effective lesson that were not clearly evident (i.e., purpose/relevance; accommodations for learners; modeling, etc). Even if they were not present in today's lesson introduction, I hope that all required features are being practiced regularly in order to prepare Matthew for meeting ADEPT lesson requirements. Overall, the lesson was progressing smoothly.</p>

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Management	The students were mostly attentive and were well behaved during my visit. Matthew reviewed the rules with the students and consistently reinforced expected behaviors. He used a strong voice and implement several effective management strategies, including counting down and positive praise. When appropriate, he gave consequences for individual and class behaviors.
Documentation Notebook	Summary of Weekly responsibilities was found in the front, but Matthew's Work Verification form was not in its correct location. Newsletters were present but important dates were not highlighted. Time logs were mostly complete but the current week's arrival/departure times were not all recorded. Some other information was also missing. The LRP rubric was provided. Two CT and 1 supevisor CORs were present but not all were signed. Appendix Cs were attached. One meeting was recorded, but no staff development form was found. Form Ds were present and there were lots of forms in the front pocket but these were not filed at this time. Praxis scores were not visible.
School Personnel/CT feedback	I was not able to meet with Matthew's teacher, but I did receive an email earlier indicating that Matthew was doing very well. This was supported by 2s and 3s on all CORs and Form Ds. Ms. Garand indicated the Matthew was doing well and only noted that a standard was omitted from the lesson plan for the lesson she observed.
Candidate	I was not able to meet with Matthew, as he was teaching full time, but I have not received any emails with questions or concerns. He appeared very happy and reported good progress when I saw him at the Career Fair.
LT lessons—Checked 10/26	Week 2-7 were approved; I pulled up Week 7 for a closer review and discovered the following: Plans were initially submitted on 10/19 and the teacher provided feedback with some suggestions. The initial plans appeared to be very thorough and assessments were attached. The final plans were approved on 10/21 (early) but they were not labeled correctly (table of contents). Please refer back to the email on this for specifics on how to fix these before the submission of the enotebook at the end of the semester.

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Comments/recommendations/follow-up: Overall, I was pleased with my visit. Matthew was prepared and ready and he has developed a good relationship with his students, CT, and school personnel. It is suggested that Matthew work to update and keep current his Documentation Notebook and his Livetext lesson plans and make sure he is practicing ADEPT components on a daily basis.