

*The original of this packet should be completed as indicated
and
returned by the MCLA Supervisor to the Education Department Office.
Candidates should keep a copy for their records.*

**Massachusetts College
OF LIBERAL ARTS
Education Department**

**GRADUATE PROGRAMS
in
SCHOOL ADMINISTRATION**

EVALUATION PACKET

Name of Licensure Candidate:

Field and Level of License Sought:

Name of Onsite Supervisor and Practicum Site:

Name of College Supervisor:

CONTENTS OF THE EVALUATION PACKET

LOG OF PRACTICUM HOURS

For each Practicum experience, this form should be accurately completed on a weekly basis and initialed by the Onsite Supervisor. The log will be used to compute the number of hours on the Practicum/Internship Report that is submitted to the Commonwealth for issuance of the administrative license. Additionally an alternative journal/log may be kept.

MATRIX FOR PROFESSIONAL STANDARDS

From the *Regulations for Educator Licensure and Preparation Program Approval*

The copy in the Evaluation Packet is to be completed by the Onsite Supervisor. This matrix contains the **administrative standards** the Commonwealth has determined essential for all administrators holding the Initial License.

THE FINAL EVALUATION SHEET

At the end of the Field Experience, the Onsite Supervisor completes the information requested on this form. This response becomes part of the Candidate's file and is often included as a letter of recommendation to future employers; we encourage use of official letterhead.

THE PRACTICUM/INTERNSHIP REPORT

The completed practicum report (located at the end of this packet), and official transcripts are requisite for licensure. These documents must be sent to the Commonwealth's Department of Education, Office of Certification and Credentialing.

Because the *Evaluation Packet* contains records that are extremely important for licensure, the Education Department strongly urges the Candidate to make a copy of the completed *Evaluation Packet* for her/his own records.

GRADING GUIDELINES

In the Practicum, Administrative Interns are rated on the content standard of the Commonwealth's *Regulations for Educator Licensure and Preparation Program Approval* as indicated in the "Evaluation Packet" matrices.

The key to the terms for the Log of Practicum Hours follows:

OBSERVING

The Administrative Intern is learning through observation only. The Administrative Intern may observe in gatherings such as team planning sessions, conferences for developing IEPS, or, school committee meetings.

ASSISTING

The Administrative Intern is assisting the Onsite Supervisor or some other member of the educational team and is not involved in establishing the goals or in the planning of the administrative activity.

FULL RESPONSIBILITY

The Administrative Intern assumes full responsibility for administering a program or part of a program
or
the Administrative Intern is in charge of
or is playing a major role in
the planning and implementing of administrative projects assigned by his/her supervisor.

The key to the ratings for the STANDARDS are as follows:

EXCEEDS EXPECTATIONS

Shows promise of becoming an exemplary administrator. Is unusually well-qualified for licensure.

MEETS EXPECTATIONS

Is well-qualified to be recommended for licensure.

NEEDS IMPROVEMENT

Is minimally qualified to be recommended for licensure.

COMPETENCY NOT MET

Is not qualified to be recommended for licensure at this time

In addition to the rating using the matrices, Administrative Interns receive a PASS or FAIL for **the** Practicum as their transcript grade. Practica deemed "successfully completed" receive the equivalent of a grade of B- or higher; Administrative Interns receiving a Practicum grade of lower than the equivalent of B- will fail the internship/practicum and will not be recommended for licensure.

To: The Onsite Supervisor
The information on the *Final Evaluation*,
which follows,
will serve as a file reference
for the named Administrative Intern.
Please address each of the areas indicated.
A narrative
including the information found on the next page
and
placed on school letterhead
is highly preferable and strongly encouraged.

We advise you to retain a copy of the
Log of Practicum Hours
for your
professional development records.

LOG OF PRACTICUM HOURS

A Separate Log Must be Completed for Each Placement

Name of Administrative Intern _____ Certification Sought (Field and Level) _____

Name of College Supervisor _____ Beginning and Ending Dates of Practicum _____

Approving Signature of Onsite Supervisor _____ Date of Final Approval _____

WEEK	OBSERVING*						ASSISTING*						FULL RESPONSIBILITY*						Initials	
	M	T	W	R	F	Total	M	T	W	R	F	Total	M	T	W	R	F	Total		
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				

*Definitions of terms appear on the previous page of the "Evaluation Packet" in the *Handbook*

Professional Standards for Administrators								
RATING:	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	STANDARDS NOT MET	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	STANDARDS NOT MET
4. Helps all students see themselves as unique individuals responsible for their own actions.								
5. Assures high academic expectations for all students.								
6. Holds teachers, students, and self to high standards of performance and behavior.								
(d) Community Relationships:								
1. Involves families and other community members in developing the vision, goals, improvement plans, and programs for the school district.								
2. Promotes partnerships among staff, families, the business community, and other community groups and uses community resources to enhance instruction.								
(e) Professional Responsibilities:								
1. Meets his or her legal and moral responsibilities.								
2. Maintains interest in current developments in the professional discipline.								
3. Knows educational principles and research that promote sound practices.								
4. Studies educational research of relevance to professional responsibilities.								
5. Is familiar with the range of instructional programs and policies that can promote academic learning for all students.								
6. Is familiar with the range of student support services.								
7. Is familiar with the range of professional training programs and providers for prospective teachers.								
8. Knows multiple strategies to assess student performance.								
9. Understands approaches to organizational change, school-based management, and school restructuring.								
10. Understands federal, state, and municipal laws and regulations affecting schools, staff and students, including laws on disability, civil rights and responsibilities, issues of liability, and requirements of due process.								
11. Demonstrates understanding of current issues in American education.								

**ADMINISTRATIVE INTERNSHIP
FINAL EVALUATION SHEET**

Name of Candidate _____

Internship took place from _____ to _____

School _____ City _____

Grade(s) Administered _____

Major Projects Completed _____

Name of Onsite Supervisor _____

Name of MCLA Supervisor _____

NARRATIVE EVALUATION:

Signature of person completing the form: _____ Date: _____

**The Commonwealth of Massachusetts
Department of Education**

350 Main Street, Malden, Massachusetts 02148-5023 Telephone: (781) 338-3000

Administrator Practicum or Practicum Equivalent Form
Professional Standards for Administrators: See 603 CMR 7.10.

Part I – To be completed by the applicant.

Practicum: _____ Practicum Equivalent: _____

1. Legal Name: (print) _____ 2. SSN: _____

3. Address: _____

4. Sponsoring Organization: _____ Program & Level: _____

5. Practicum/Equivalent Course Number (if applicable): _____ Credit Hours: _____

Course Title: _____

6. Practicum/Equivalent Site: _____ 7. Grade Levels of Students: _____

8. Number of Clock Hours of Practicum/Practicum Equivalent: _____

9. Other Massachusetts licenses held if any: _____

10. Have any components of the approved program been waived (see Regulations 7.03(1)(b)): Yes _____ No _____

Part II – To be completed by the Program Supervisor

Name: _____ Position/Title _____

The Applicant completed a practicum/equivalent designed by the sponsoring organization as partial preparation for the following license:

License Field: _____ Grade Level: _____

Part III – To be completed by the Supervising Practitioner

Name: (print) _____ Position: _____

School System: _____ License: Initial (# yrs. experience): _____ or Professional: _____

Massachusetts License #: _____ Field(s): _____

Part IV – Initial 1, 2, and 3.

1. Initial meeting held at which the Professional Standards and the procedures for evaluation were explained to the Applicant.

Date: _____ Applicant: _____ Program Supervisor: _____ Supervising Practitioner: _____

2. Meeting held midway through the practicum at which the Applicant's progress toward the Professional Standards was discussed.

Date: _____ Applicant: _____ Program Supervisor: _____ Supervising Practitioner: _____

3. Final meeting held to complete evaluation and to allow Applicant an opportunity to raise questions and make comments.

Date: _____ Applicant: _____ Program Supervisor: _____ Supervising Practitioner: _____

Part V

Candidate has successfully completed the Preservice Performance Assessment Requirements (Sections: 7.03(2)(a)(4) & 7.09): Yes: ___ No: ___

Program Supervisor (sign): _____ Date: _____

Supervising Practitioner (sign): _____ Date: _____

Mediator (if necessary: see Regulations 7.04(4))(sign): _____ Date: _____