

## MAT Secondary/PreK-12 Practicum Notebook Rating Form

Candidate \_\_\_\_\_ Supervisor \_\_\_\_\_

**Directions:** The university supervisor will check to see if the following items are present and determine if the notebook is target, acceptable, or unacceptable using the criteria listed at the end of this document. Note: Unacceptable is not a passing grade for the course.

- \_\_\_\_\_ Section 1 Names, phone numbers, email addresses
- \_\_\_\_\_ Section 2 Calendar of events
- \_\_\_\_\_ Section 3 Time sheets
- \_\_\_\_\_ Section 4 Reflections
- \_\_\_\_\_ Section 5 Lesson plans
- \_\_\_\_\_ Section 6 Assessments/record keeping
- \_\_\_\_\_ Section 7 PDS Activities/Experiences Form
- \_\_\_\_\_ Section 8 Content Lesson Interview evaluation
- \_\_\_\_\_ Section 9 MTTTS documentation
- \_\_\_\_\_ Section 10 Emergency procedures and school policies
- \_\_\_\_\_ Section 11 University materials

| Target  | Acceptable  | Unacceptable   |
|---|---|--|
| All requirements followed. Notebook well-organized and labeled. Consistently kept organized throughout semester. Candidate is able to identify materials, elaborate on information. | All sections included and labeled. Requirements followed. Candidate can explain materials and locate information. | Incomplete sections or not labeled. Disorganized or difficult to find information. Candidate has not read or does not understand school information. |

**Notebook rating**

- \_\_\_\_\_ Target
- \_\_\_\_\_ Acceptable
- \_\_\_\_\_ Unacceptable

NOTE: Unacceptable is not a passing grade for the practicum.

\_\_\_\_\_  
Candidate signature

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date