

INTERNSHIP HANDBOOK

For the Diploma in Special Education



“Together we Shape the Future through Excellence
in Teaching, Scholarship, and Leadership”

College of Education
Qatar University

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Course Matrix

College of Education Unit Learning Outcomes	Qatar National Professional Standards	Assessment (Tasks/Artifacts)
Teaching Content: Apply the key theories and concepts of the subject matter.	1 2 4 5 6 9 12	Unit Plan Clinical Experience Evaluation Survey
Pedagogy: Plan effective instruction to maximize student learning.	1 2 3 4 5 6 7 8 9 11 12	Unit Plan Assessment Project Clinical Experience Evaluation Survey
Technology: Use current and emerging technologies in instructionally powerful ways.	1 2 3 4 5 6 7 8 9 12	Clinical Experience Evaluation Survey Technology for Learning
Diversity: Foster successful learning experiences for all students by addressing individual differences.	1 2 3 4 5 6 7 8 9 10 11 12	Unit Plan Clinical Experience Evaluation Survey
Scholarship Problem Solving: Arrive at data-informed decisions by systematically examining a variety of factors and resources.	2 6 9 12	Unit Plan Clinical Experience Evaluation Survey
Scholarly Inquiry Problem Solving: Actively engage in scholarship by learning from and contributing to the knowledge base in education.	2 3 5 6 7 9 11 12	Unit Plan Clinical Experience Evaluation Survey Reflective Journal Parent Contact Report E-folio
Leadership Ethical Values: Apply professional ethics in all educational contexts.	1 2 3 4 5 6 7 8 9 10 11 12	Clinical Experience Evaluation Survey Parent Contact Report Reflective Journal
Initiative: Lead positive change in education.	1 3 5 6 9 10 11 12	Parent Contact Report Clinical Experience Evaluation Survey

Qatar National Professional Standards

1. Planning for student progress and achievement
2. Engaging students and developing them as learners
3. Creating safe, supportive, and challenging learning environment
4. Assessing students' learning and uses assessment data to improve achievement.
5. Demonstrating high professional practices and engaging in continuous professional development
6. Maintaining effective partnerships with parents and community

INTRODUCTION AND INTERNSHIP OVERVIEW

This handbook gives an overview of the clinical experience for the Diploma in Special Education . As teacher education candidates progress through their programs, an increasing importance is placed on field-based learning experiences. Internship provides opportunities to apply and reflect on acquired knowledge in the classroom and to develop and refine skills in a classroom setting.

In each of the College of Education's internship experiences, candidates are placed with local schools, other educational institutions, or related agencies, under the direct supervision of a mentor teacher at the location. The intern must also complete various activities throughout the experiences that require the application of, and reflection on, learned skill sets. The College of Education and the candidate determine selection and placement collaboratively, with a focus on the intern's specific career goals. Approval from the hosting school is required before the placement is final.

This packet of materials contains essential information and guidelines to the prospective intern in planning and completing the internship experience successfully. It is important that these materials be reviewed both at the beginning and throughout the internship experience. It is both the goal and the expectation of the College of Education that all candidates become reflective professional educators whose students will be successful learners.

INTERNSHIP TIMELINE

Overview: The following sections describe a framework for your progress during internship. The design is intended to focus on skills learned during the academic phase of the program and to integrate the knowledge and skills into classroom practices.

Each of the weeks, and its characteristics, is described in detail in the following sections.

Total Length of the Internship

The Internship for all Diploma Programs is a full academic semester, and includes a mandatory Orientation Seminar (2 hours), in which all mentor teachers and college supervisors are expected to participate. Interns must also attend 18 hours of Seminar at the beginning of the semester **before** the classroom experience. These 18 hours prepare you for your classroom experience and provide you with forms and information necessary for the internship. The classroom experience is determined to be 300 hours, most likely completed over 10 weeks. If it is determined that you will benefit from more time in the classroom, the time will be extended.

The timelines in each section describe your activities in more detail. During the 10 weeks with your mentor teacher, you will also meet once each week for 2 hours (20 hours) in seminar. The final session of the seminar will address the completion of the internship, including your E-Folio, and turning in all required assignments and forms, as well as mentor and supervisor evaluations. The total number of hours for the internship is the following: 2-hour Orientation, 18 hours of seminar before supervision, 300 hours of internship, and 20 hours of seminar during supervision for a total of 340 contact hours.

Week Assignment	1	2	3	4	5	6	7	8	9	10	Exam Week
Classroom responsibility	Observe classroom management (3) Observe instructional strategies (3) Lesson plans: Starters/Closers (3)	Observe assessment practices (3) Observe CM + IS (3) Lesson Plans: Main Activity (3)	Observe IS + AP (3) Observe (CM + IS + AP (3)	Lesson Plans: Main Activity	Lesson Plans: Full Responsibility					Ind. Plan & Teach	
Classroom responsibility	Observe, Assist, Co-Plan, & Co-Teach	Observe, Assist, Co-& Ind. Plan, & Co-Teach	Observe, Co-& Ind. Plan, Co-Teach, & Teach	Observe, Co-& Ind. Plan, Co-Teach, & Teach	Full Teach					Ind. Plan & Teach	
*CM: classroom management, IS: instructional strategies, AP: assessment practices											

Overview: The following subsections describe the activities that are part of your internship. The responsibilities progress from supportive activities in the classroom toward full responsibility for all teaching, and then scaling back your involvement with the class until the mentor teacher is again the main instructor.

Week 1: Observe, assist, co-plan and co-teach

Observations during the first week of internship will be spent on the classroom environment and management techniques. The first weeks of internship are to be spent in observing the classroom environment through the perspective of classroom management, instructional strategies, and assessment practices. You should arrange to observe other teachers in the building as well as your mentor teacher.

Observation guides are in the Appendix.

When you are assisting, co-planning, and co-teaching, remember that in your academic studies, practices were discussed as an **ideal** way of doing things; encounters during internship are often variations of the ideal way that take classroom realities into consideration.

Keep a set of reflective notes for the purpose of asking questions of your mentor teacher regarding your observations and inferences. With the ultimate goal of improving student understanding, the written reflections and discussions with your supervisor and mentor should focus on how to use the management and instructional strategies and assessment practices to improve the quality of students' learning.

- a. **Assist:** These tasks support the mentor teacher's role in monitoring student progress and enable you to become acquainted with the students.
 - Check attendance.
 - Distribute papers or materials.
 - Help in grading papers.
 - Monitor students' work at their desks and give one-to-one assistance.
 - Assist students with make-up work/tutorials.
- b. **Co-plan:** Learn how planning is done in your school. While requirements and standards are used in all independent schools, each school has slightly different policies and practices. Help your mentor teacher and her colleagues plan for the lessons.
- c. **Co-teach:** During the first week, independent teaching of a full class lesson is not encouraged; however, starters, closers, or a short activity within the lesson are good ways to begin getting to know the students and to use your knowledge and skills. Co-teaching allows you to gain some experience in front of the class with support from the mentor teacher. It also allows the students to observe the cooperative relationship between you, as the intern, and the mentor teacher.

Week 2: Observe, assist, co-plan and co-teach

Week 2 expectations involve continued observations – this week's observations are on assessment practices, both formative and summative; and observing both classroom management and instructional strategies in the same lesson.

- a. **Observe:** The main focus of observations in the second week is on classroom management and instructional strategies in the same lesson. ***Guides and forms are included in the Appendix.***
- b. **Assist:** Continue the tasks from the first week and add more interactions with individual students as well as group work.
- c. **Co-plan:** Continue co-planning, but add a component of independent planning for a starter, closer, or short activity. Discuss it with your mentor, then teach it.
- d. **Co-teach:** Continue co-teaching but take on a larger role with a single group of students, add an additional section by repeating the same activity, or teach the activity at a different grade level if you have the opportunity.

Let your mentor teacher know when you are ready to become more involved. She/he may hesitate to challenge you, so demonstrate enthusiasm and initiative. At the same time, be sensitive to your mentor teacher and do not attempt to take over the class too quickly.

Weeks 3 & 4: Observe, assist, co-plan, independently plan, co-teach, and independently teach

Activities during Weeks 3 and 4 move you toward more independence with the students, but still under the close supervision of your mentor. In Week 4, you will take on more responsibility as you prepare to become the main instructor during Week 5.

- a. **Observe:** The observations in the third week are to combine classroom management strategies, instructional strategies, and assessment practices in the same lesson. *Guides and forms are included in the Appendix.*
- b. **Assist:** In Week 3, continue the tasks from the first and second week and add more interactions with individual students as well as group work. By the end of Week 4, you should be teaching fulltime – whole lessons, multiple classes, and/or multiple topics, depending on your internship placement.
- c. **Co-plan and independently plan:** Continue co-planning and independent planning for the main activity for multiple sections of the same class, different grade levels, etc., depending on your internship placement and your mentor teacher's teaching load. Always discuss your ideas with your mentor teacher and supervisor. Week 5 should see you prepared to do a full teaching load.
- d. **Co-teach and independently teach:** Continue co-teaching and increase your independent teaching experiences in the class in any number of ways, such as
 - Divide the class into two groups with each of you taking a group for instruction.
 - Divide the instructional time—one person does the introduction and presentation of skills, while the other person carries out the independent practice and evaluation segments of the lesson.
 - One person may present the lesson content while the other one supervises the cooperative group work.

When you are teaching independently, your mentor teacher should be in the room with you, but as an observer, not a co-teacher.

Weeks 5-9: Full Responsibility for Teaching

The period of full responsibility for teaching begins in week 5 and continues through Week 9. A gradual increase in teaching activities has led to this time of full responsibility for at least 12 hours of classes during the school week. For at least 25 consecutive days during which school is in session, it is your responsibility to plan and teach as the regular classroom teacher. Remember, too, that you will also perform all other duties related to teaching. Your mentor teacher is still involved with checking your plans, observing your teaching, and providing helpful feedback for improvement.

Week 10-Final Week: Scaling Back Responsibilities

During the final week, the process is reversed from the first weeks of internship. Your mentor teacher resumes her/his teaching responsibility throughout the week until she/he is again the main instructor. You should continue to assist and observe until the end of the week.

Note: The following table is a list of your assignments during the semester. Guidelines and/or forms related to each one are located in the Appendix. Any modifications are a decision to be made between you, your mentor, **and** your college supervisor.

ASSIGNMENTS

Throughout your internship, keep a well-organized ring-notebook of printed notices, information, and materials collected during your work. It should be up-to-date and available for and member of the internship staff to examine on any visit to your school. Details of its contents are listed in the *Appendix*.

Classroom responsibility	The sections above provide details about the observations and level of teaching for each week of your internship.
Lesson Plans	Lesson plans must be written for every lesson – partial or whole – in which you are involved in teaching.
Weekly Journal	Create a journal entry for each week of internship. <i>See guidelines in the Appendix.</i>
Observations	Follow the guidelines for focused and general classroom observations of other teachers. <i>See guidelines and forms in the Appendix.</i>
Parent Contact Report	Arrange to meet with the parents of one of your students and complete the form found in the <i>Appendix</i> . The report is due before Week 6.
Assessment Analysis & Conclusions	Complete the Assessment Analysis assignment as described in the <i>Appendix</i> .
Technology for Learning	Create and teach a single lesson in which student use of technology is an essential component. (Students must need the technology to learn the concept and/or skill and to complete the lesson.)
Unit Plan	Create a unit plan for one of the topics in your curriculum. <i>See guidelines in the Appendix.</i> The unit is due at the end of internship.
Mid-point and Final Reflections	Two reflections related to your progress are due – one for the Mid-point Evaluation (Week 5), and one for the Final Evaluation (Week 10). The reflections are due the week before each three-way conference, <i>See guidelines in the Appendix.</i>
Mid-point and Final Evaluations	At the midpoint and end of the internship, evaluations are completed using the CEES. You (the intern), your mentor, and your college supervisor will discuss your progress and performance together each time. <i>See guidelines and forms in the Appendix.</i>
E-Folio	Using the online student portfolio site, complete all required uploads and submissions, including the Portfolio Reflection.
Supervisor and Mentor Teacher Evaluations	Complete the provided evaluations of your Mentor Teacher and College Supervisor. <i>See forms in the Appendix.</i> These are completed at the end of the semester and are anonymous and confidential.

ASSIGNMENT TIMELINE

Week	Assignment Due
Pre-placement 1	Attend Seminar Visit your placement school to meet your mentor teacher and the school's principal.
Pre-placement 2	
Pre-placement 3	
1	Journal Observations: Classroom Management (3); Instructional Strategies (3)
2	Journal Observations: Assessment Practices (3); CM + IS (3) Lesson Plans: Starters/Closers (3)
3	Journal Observations: IS + AP (3); CM + IS + AP (3) Lesson Plans: Main Activity (3)
4	Journal Lesson Plans: Full Lesson (3)
5: Mid-point	Journal Lesson Plans: Full Responsibility Mid-point reflection Mid-point Conference Clinical Experience Evaluation Survey
6, 7, 8, and 9	Journal Lesson Plans: Full Responsibility Assessment Analysis Technology Infusion Lesson Unit Plan Parent Contact Report
10: Final	Journal Lesson Plans: Partial Responsibility Final Reflection Final Conference Clinical Experience Evaluation Survey E-Folio (Assignment uploads and Overall Reflection)
11: Post supervision	Complete all assignments and evaluations Complete uploads to E-Folio

COURSE REQUIREMENTS

Remember that internship is a university course required to complete your chosen program. As such, there are assignments that must be completed. The following descriptions will help you fulfill the requirements for your internship and also produce artifacts that might be included in your E-Folio.

- A. **E-Folio:** Creating and maintaining an E-Folio on TaskStream (www.taskstream.com) is a required component of all programs in the College of Education. It will document your professional experiences across all methods courses and field experiences, and show your competence in your chosen profession. The E-Folio will be evaluated within your program and details will be provided in the Seminar.
- B. **Notebook:** Organize an internship notebook. Keep this notebook on your desk so that when your supervisor comes to observe, she/he will be able to locate it easily. You will need a ring file with six section dividers labeled as follows:
 1. **General Information**—Include items such as blank forms, school and office memos, calendars, and university information.
 2. **Observations**—Collect copies of the assigned observation forms for the first three weeks of internship. *Guidelines and forms are available in the Appendix.*
 3. **Lesson Plans**—Use the lesson plan form provided in the Handbook Appendix for every lesson you teach and for the lessons that are part of your Unit Plan. Be sure to have your mentor teacher initial any lesson plans you keep in your notebook. Keep the most recent lesson plans at the front of this section. **Reflections should be included for every lesson you teach.** You may write your reflections on the back of the lesson plan form or on a separate sheet of paper after teaching a lesson. Put the lesson plan—and the reflection—in your notebook after teaching the lesson.
 4. **Mentor Teacher/Supervisor Evaluations and Feedback**—Encourage your mentor teacher to evaluate you and give written feedback as often as possible (at least once each week). She/he may use the evaluation forms found in the Handbook Appendix. Keep a copy of the evaluation in your notebook. Also, every time your college supervisor visits, an evaluation will be completed on your performance. Keep copies of all your evaluations in this section of your notebook; originals will be kept by your mentor teacher and college supervisor. Evaluations that are more formal—using the Clinical Experience Evaluation Survey (CEES) will also be conducted at the mid- and final points of your internship.
 5. **Journal** - Make reflective entries in your journal each week. It is a place for observations, reflections, and questions. The journal should be accessible to your college supervisor to comment on your observations and to answer your questions.
 6. **Course Assignments** - Include documentation, with all forms filled in, for all required internship assignments, as listed in the paragraphs below. These must be accurately completed and approved by your college supervisor. Make sure your college supervisor initials each document. A chart with the assignment timeline is included in the Appendix.
- C. **Reflections (What and When):**
 1. After teaching the lesson, reflect on these questions:
 - a. *What went well in the lesson, and why do you think it went well?*
 - b. *What can you do to improve the lesson for next time?*
 - c. *How did you evaluate student learning?*
 2. Reflective Journal—record perspectives and interpretations on events of your Internship. See the rubric in the *Appendix*.
 3. Before mid-point and final evaluations—assess your overall teaching capabilities and performance. Complete these the week **before** the mid-point and final three-way conferences. Guiding questions and the rubric are included in the *Appendix*.
- D. **Parent Contact Report and Log:** In consultation with your mentor teacher, schedule and conduct at least one parent conference. Document this conference on the *Parent Conference Report Form* included in the Handbook *Appendix*. Keep a log of all parent contacts; this includes

telephone calls (even attempted calls), informal chats in the hall, conferences, home visits, and notes. A log template is included in the Handbook *Appendix*.

E. Unit Plan:

1. Purpose: You will develop a Unit Plan, made up of all lesson plans and supporting materials, targeting a concept in the curriculum. The goal of the unit is to develop rich, rigorous, engaging learning situations for students based on a targeted concept. It should include extensive use of technology for learning, multiple opportunities for active engagement by students, and carefully differentiated instruction and assessment to enable diverse learners to succeed.
2. Specifics:
 - The unit should be a set of sequenced lessons all related to different topics within the concept. The sequence should be logical and appropriate to the concept.
 - The unit should take four (4) to six (6) blocks of class time to complete.
 - The unit should align with the prescribed curriculum of the school and subject area.

F. Seminar: See details in the Course Expectations section below.

COURSE EXPECTATIONS

School Schedule

During this ten-week period, your internship begins at the time teachers are required to arrive at your school until the time teachers are released at the end of the day—**Sunday through Thursday**.

Seminar

A weekly seminar is scheduled for interns to meet as a group. The topics for the seminar include accessing resources to deal with unexpected situations that arise during the internship, continued professional development, and Qatar University procedures required as part of each program, including the E-Folio.

Seminar Attendance

The College of Education views seminar attendance as the responsibility of individual students, and you are expected to attend the weekly seminars, to be on time, and to complete all assignments as they are done in class. A minimum of 2-3 seminar sessions will be held **after** the close of the school placement but **before** the end of the semester to complete online requirements and to finalize paperwork and forms. University rules regarding absences will be followed. If an absence from Seminar is necessary, you should communicate with the seminar instructor(s) regarding the situation. Failure to do so may result in a conference and/or termination of your internship.

ASSIGNMENT VALUES AND GRADE SYSTEM

Each assignment during your Internship has a value in your overall grade, and the final grade is calculated and posted by your college supervisor.

Assignment	Maximum Score	Grade Value
Parent Conference Report	5	5%
Notebook and Weekly Journal	10	5%
Mid and Final Journal Report	20	10%
*Unit Plan	20	20%
*CEES (Final Only)	4.00 Average	25%
Technology Lesson	20	10%
Seminar		
*Assessment Analysis	20	10%
*E-Folio	60	10%
Other Seminar Assignments	20	5%

*Note: These assignments must be complete at the satisfactory level or above to achieve a passing grade in the internship.

QU Grading System

A	=	100 - 90
B+	=	89.99 - 85
B	=	84.99 - 80
C+	=	79.99 - 75
C	=	74.99 - 70
D+	=	69.99 - 65
D	=	64.99 - 60
F	=	59.99 - 0

INTERNSHIP POLICIES AND PROCEDURES

School Attendance

Since the internship is a university course and is a required part of the Diploma programs, the attendance policy—including the Seminar—is in accordance with Qatar University’s attendance policy, which is fully described in the QU Student Handbook. Some modifications to the University policy are in place. Three days’ absence for illness or other urgent circumstances are permitted; however, if you miss more than three days, you must make up the time. If a serious condition requires that you miss an extended number of days, be sure to discuss it with your college supervisor **before** your absence, if at all possible. Arrangements can be made for you to complete your internship based on your specific situation.

As an intern, you are expected to be in attendance at your placement school according to the calendar for that specific school. Leaving the school campus during the school day is not permitted without prior approval from your college supervisor. It is your responsibility to inform the mentor teacher, college supervisor, **and** the school office as early as possible in case of an illness or other forced absence. Be sure to arrange communication details with both your mentor teacher and college supervisor, e.g., e-mail, phone, or SMS, at the beginning of your internship in case something arises that will interfere with the normal schedule.

Holidays and Staff Development Days

During the internship period, you will observe the holidays scheduled by the school to which you are assigned, regardless of the holidays observed by Qatar University. You are expected to be at school on staff development days and to participate in professional development programs when appropriate.

Evaluations

Written documentation of your performance is vital and should be specific, systematic, and include suggestions for improvement. College supervisors and mentor teachers use the evaluation forms, found in the Appendix, for regular written evaluations. Making multiple copies of the completed evaluation forms allow them to be shared with you by both the college supervisor and the mentor teacher.

The supervisor and mentor teacher will each complete several evaluation forms regarding your progress. The Mid-point Evaluation is held during the fifth week on your progress to date. If you have not made sufficient progress, a plan must be developed with collaboration among the mentor, the supervisor, and you (the candidate), and the plan must be signed by all members. This will be the guide for your continued progress during the second half of internship. The Final Evaluation (during the 10th week) is your summary evaluation and will be the focus of the Final Conference.

You should review both evaluations. Sign and date them and make sure the evaluators also sign. You and the evaluators each receive a copy of every completed form. These forms are added to your academic file when they are sent to the program office after all signatures are added.

It is also requested that interns, supervisors, mentor teachers, and other school personnel involved with internship assignments complete a program evaluation form in order to provide information about the strengths and weaknesses in the teacher preparation program. These program evaluation forms will be available in a Seminar session near the end of the semester.

RE-ASSIGNMENT OR TERMINATION OF INTERNSHIP

If a candidate is experiencing significant difficulty during the semester, there are procedures and practices that provide options. If either you or your college supervisor has serious concerns about your placement, the situation must be documented before any action can be taken. If the problems cannot be resolved with your mentor and school, and depending on your specific situation, the following alternatives are possible:

- a. You might be re-assigned to another classroom for the remainder of the semester—possibly in another school.
- b. You might withdraw with the option of repeating the internship the following semester.
- c. You might stop the internship with a grade of “Incomplete.” If and when you complete the requirements for the internship, the “Incomplete” can be changed to a full grade.

Sometimes an intern is unable to finish his/her internship for a variety of reasons. On rare occasions, an intern must be asked to leave the program completely. The following are the basis for such an action:

- a. If there is mutual consent and agreement by the intern, cooperating school, and college supervisor for reasons of illness, injury, or other unforeseen problem.
- b. If the intern cannot establish and maintain a satisfactory performance level in classroom instruction and management, and this continues after repeated conferences and support from the mentor teacher and college supervisor.
- c. If the intern does not to abide by the policies of the cooperating school.
- d. If the intern demonstrates unprofessional conduct towards supervisors, school personnel, or students.

If it becomes necessary to terminate a intern’s placement, specific policies and procedures are in place to finalize the process. Details of the process are outlined in the QU Student Handbook.

RESPONSIBILITIES -- INTERN

Dedication

- Make internship a top priority for the semester.
- Report to school on time, and remain until the designated end of the school day.

Organization

- Turn in a weekly teaching schedule to your college supervisor. Notify him/her if changes occur in this schedule.
- Notify the school, the mentor teacher, and the college supervisor as soon as possible if absence due to illness is necessary.

Preparation

- Provide the mentor teacher with copies of your written lesson plans in advance of your planned time to teach the lesson(s).
- Prepare all teaching materials/technology in advance to alleviate misuse of time and misbehavior of students.
- Read a variety of resource materials beyond the text materials in order to add enrichment to the lesson.
- Plan for the most efficient methods for carrying out classroom procedures and lesson transitions.
- Allow for flexibility in teaching by planning for interruptions or time constraints.

Teaching

- Know and understand the major principles and concepts of the material to ensure high levels of teaching competence.
- Sequence instructional events to enhance student understanding.
- Observe the behavior and learning styles of students from diverse cultures in order to create a classroom atmosphere that enhances multicultural understanding.
- Incorporate a variety of teaching strategies to provide for individual learning styles and to better develop inquiry and problem-solving skills.
- Become competent in creating and using instructional materials and techniques that are consistent with the developmental level of the students.
- Present directions in a clear, sequential manner.
- Develop critical thinking by using higher-level questions.
- Choose a variety of assessment tools and teach students to use self-evaluation.
- Provide lesson activities that require cooperation and teamwork.
- Encourage creativity by accepting students' ideas to enrich class experiences.

Student Relations

- Create and maintain a positive learning environment by demonstrating respect for each and every student.
- With the mentor teacher, develop a specific classroom management plan that complements both the existing plan and your strengths as a new teacher.
- Maintain a firm, but friendly relationship with each student.
- Be aware of the students' social and emotional needs.
- Be a respectful listener.

Scholarship

- Be aware of opportunities to participate in discussions with other teachers about the profession of teaching.

- Be aware of current research in a field of education that interests you.
- Be aware of opportunities to extend student learning beyond the classroom and into the community.
- Continuously try to add new research-based strategies to your collection.
- Be aware of advances in formative and summative assessments and their effective application in the classroom.
- Be aware of and use resources and resource people already available at your placement school, e.g., IT specialist, librarian, school nurse or doctor, art and music teachers, etc.

Leadership

- Wear appropriate professional attire.
- Welcome constructive suggestions and incorporate them in subsequent planning and teaching.
- Be discreet with any confidential information.
- Become familiar with Qatari school organizations and programs by attending school and/or parent meetings when appropriate.
- Attend all internship seminars.
- Collaborate with other faculty members or interns within your building in sharing instructional ideas, materials, and technology.
- Establish professional relationships by interacting with school personnel (administrators, faculty, and support staff), students, and parents.
- Be familiar with school policies and procedures.
- Be immersed in teaching experiences that allow for a smooth transition from the role of being the student to the role of being the classroom teacher.

RESPONSIBILITIES -- MENTOR TEACHER

Dedication

- Be friendly but professional with your intern.
- Complete your evaluations and other paperwork in a timely fashion.

Orientation

- Attend the QU Internship Orientation with your intern.
- Orient the intern to:
 - The students
 - The school calendar and daily schedule
 - The building facilities and resources
 - The personnel – administrators, faculty, and staff
 - School policies and procedures
 - The nature of the community
 - Professional opportunities

Preparation

- Prepare the classroom students to receive the intern as a professional co-worker.
- Prepare a workspace for the intern with a desk, chair, shelves, curriculum guides, and teaching materials.
- Discuss the new intern's placement with the college supervisor, and be sure to bring up any concerns.

Teaching

- Provide a gradual induction to the teaching process by modeling appropriate planning and teaching, as well as explaining the purpose of various strategies.
- Demonstrate methods and resources for creating daily lesson plans that are sequential and integrated.
- Demonstrate the use of curriculum guides, teachers' manuals, and other resources for your grade/subject level.
- Explain the philosophy of classroom management, the specific techniques that you use, and how management is to occur when you and the intern are both in the classroom.
- Choose a specific time for planning together on a daily/weekly basis.
- Explain the methods of keeping records for attendance, tardiness, grades, conduct, and any others required by the school.
- Discuss emergency and health procedures, such as fire drills, sudden illness, and fighting.
- Guide the intern toward greater effectiveness by:
 - Monitoring effective use of time
 - Requiring written lesson plans in advance of teaching
 - Creating a climate that encourages questioning and self-reflection
 - Praising and encouraging
 - Keeping interactive lines of communication open
 - Discussing problems frankly, one at a time
 - Sharing professional experiences and materials
 - Capitalizing on the special interests, talents, and abilities of an intern in order to enrich the curriculum
 - Encouraging the use of alternative instructional and management techniques
 - Guiding the acceptance of varied school duties and tasks which represent a teacher's workload
- Allow the intern to assume full responsibility of the classroom instruction and management for at least five weeks during the semester.
- At some point during the intern's time with you, provide some specific guidelines on how to set up a classroom for the beginning of the year.

Scholarship

- Promote daily interactive discussions with your intern; encourage reflective thinking about the strengths and weaknesses of his/her effectiveness in the planning and teaching process.
- Assist the intern in implementing recommendations received during the daily evaluation sessions.
- Confer with the college supervisor on a continuing basis. Performance problems should be identified and discussed as early as possible.
- Allow the intern to have time to confer with the college supervisor following an observation.
- Write evaluations of the intern's progress and discuss them with him/her using the Lesson Observation Form found in the *Appendix*.
- Discuss your observations with the intern and suggest changes he/she might make to be more effective.
- Participate in a three-way evaluation conference with the intern and supervisor at the mid-point and final evaluations and conferences.

Use the weekly observation forms to support your evaluations using the Clinical Experience Evaluation Survey (CEES)

- at the mid-point and final three-way conferences.

Leadership

- Accept each intern as an individual and refrain from comparing her/him with previous interns.
- Free the intern to attend all required College of Education Seminars, which are part of her/his clinical experience.
- Leave the intern alone in the classroom, so that she/he can feel independent and have the opportunity to learn from her/his mistakes. Be sure this occurs gradually, and indicate where you may be located in case of emergency.
- Introduce the intern to professional journals, resources, and organizations.
- Involve the intern in faculty and curriculum meetings, parent meetings, and parent/teacher conferences when appropriate.

RESPONSIBILITIES -- COLLEGE SUPERVISOR

Dedication

- Allow sufficient time for both observations and feedback conferences.
- Provide useful, encouraging feedback to the intern.

Orientation and Organization

- Orient your intern to your preferred method of contact.
- Visit the school to meet the mentor teacher and administrators.
- Contact the intern if you are unable to keep an appointment.
- Organize a collection of all the intern's work, including the CEES.
- At the end of the internship semester, turn in all documentation and forms to the Coordinator of the program.

Preparation

- Meet the mentor teacher before the internship begins.
- Prepare a file of all forms and requirements the intern will need during the semester.
- Be aware of timelines regarding university forms that are due, as well as due dates of assignments.
- Become familiar with the Internship Handbook.

Teaching

- Participate in the orientation at the beginning of the semester, which emphasizes responsibilities (academic, moral, ethical, legal) and provides the information needed to make a smooth transition from being a university student to being a successful teacher.
- Participate in an orientation for mentor teachers to provide information concerning the program, required responsibilities, and effective communication with the intern, and college supervisor.
- Share information with interns about professional development opportunities in the community.

Scholarship

- Observe, assess, and evaluate interns at least five (5) times during the internship placement regarding teaching, planning, management, and professionalism.
- Guide the intern's growth in reflective thinking and self-evaluation.
- Evaluate the intern's lesson plans and provide written feedback.
- Document thoroughly any infractions of school policy or professionalism, as well as unsatisfactory progress in classroom instruction and management.
- Plan an intervention if there are problematic areas that need special attention. A copy of any plans resulting from the intervention shall be submitted to the Coordinator of Diploma Programs as soon as all parties have signed the plan.
- Participate in a three-way evaluation conference (at least 20 minutes) with the intern and mentor teacher at the mid-point and end of the semester.
- Complete mid-point and final evaluations with the mentor teacher of each intern and write recommendations and/or summaries.
- Evaluate completed assignments and score all online submissions.

Leadership

- Continue professional development by reading professional journals and attending conferences.
- Serve as a mentor to a new internship supervisor, if requested.
- Communicate regularly with the Program Coordinator about areas of concern or make suggestions for programmatic changes.
- Act as a liaison between the intern and the Qatar University College of Education (this includes communication with principals, mentor teachers, interns, the director of internship, and the program coordinator).
- Assist in the placement of interns for the upcoming semester by offering suggestions and/or recommendations.
- Complete recommendation letters for interns who are applying for initial teaching jobs.

APPENDICES



خطة تحضير درس يومي للعام الأكاديمي
Daily Lesson Plan for the Academic Year

	اسم الطالب Student Name		اسم المدرسة School Name
المادة / الوحدة Subject/ Unit	اليوم / التاريخ Day/ date		المادة / الوحدة Subject/ Unit
	عنوان الدرس Lesson Title		المعلم المعاون Mentor Teacher

مصادر التعلم Resources (Used in planning)		معايير المناهج التعليمية Qatar Standards	
اكتب أرقام الصفحات Write pages numbers	كتاب الطالب Student Text Book	اكتب رقم ونص المعيار Write out the Qatar Standard and provide number and letter where appropriate.	
اكتب أرقام الصفحات Write pages numbers	كراسة التمارين/ الأنشطة Workbook/ Activity Book		
اذكر عناوين الكتب المستخدمة، أو أية مصادر أخرى تم استخدامها لبناء الدرس Write other supportive books or resources used within the lesson	مصادر التعلم المساندة Supportive learning resources		
المصطلحات والمفاهيم الرئيسية Terminologies and Basic Concepts		الوسائل التعليمية Materials (Used in teaching & learning)	



خطة تحضير درس يومي للعام الأكاديمي

Daily Lesson Plan for the Academic Year

حدد المصطلحات والمفاهيم الرئيسية في الدرس Identify terminologies and basic concepts in the lesson	حدد الأدوات التعليمية والتكنولوجية اللازمة للنشاط. Identify the quantity of various materials needed for the activity. Do not forget multimedia equipment when needed.
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أنشطة التعليم والتعلم Teaching and Learning activities				
الزمن Time	التهيئة Activating Prior Knowledge/Focus/Motivation			
	ضمن الدرس بعض الأمور التي تحفز المعرفة السابقة للطالب، حاول اجتذابهم وتحفيزهم للتعلم، قد يكون هذا في شكل سؤال أو عرض مبسط لشيء، ولكن تأكد أن هذا العمل يرتبط بهدف الدرس. اقترح : بعد النشاط الأولي قم بذكر هدف الدرس للطلاب. Include something to activate students' prior knowledge and capture students' interest and motivate them for learning. This may be in the form of a question or a demonstration. Be creative, but make sure it connects to the overall lesson objective. Suggestion: After the focus activity, state the lesson's objective to students.			
الأنشطة الرئيسية Basic activities				
الزمن Time	التقويم من أجل التعلم التقويم البنائي Assessment for Learning (formative assessment)	أنشطة الطالب التعليمية Student Activities	طرق وأساليب تدريس المعلم (الاستراتيجيات التعليمية) Teacher Strategies	أهداف التعلم Objective(s)



خطة تحضير درس يومي للعام الأكاديمي
Daily Lesson Plan for the Academic Year

<p>اشرح كيف ستتم عملية تقويم الطلاب، وتقديم جميع المواد اللازمة له. وتقديم سلم التقدير او اية قوائم مستخدمة. Explain how you plan to assess students, and include any materials that are needed. Include the scoring rubric you would use for evaluation purposes or observational checklists when appropriate. (Be sure to match objectives to assessments.)</p>	<p>في حالات التعليم المباشر يمكن توجيه الطلاب من خلال نماذج أو أمثلة، ثم ممارسة النشاط بشكل مستقل، وإذا كان الطلاب يستكشفون يعرض النشاط أولاً، ومن ثم تسمح للطلاب بشرح النتائج، واتباعها بالأسئلة، وتوضيح بعض النقاط الضرورية المتعلقة بالمحتوى، أو تقديم حلول استناداً إلى خبرات الطلاب والأسئلة. In direct instruction situations, students may be guided through models or examples, then provided independent practice. If students are exploring and investigating an activity first, you may allow students to explain results, follow with questions, and then make points necessary relating to particular content information or expected solutions based on student experiences and questions.</p>	<p>بين كيفية القيام بالنشاط من خلال وصف الاستراتيجيات التعليمية المستخدمة، مع مراعاة التنوع في طرق التدريس، مثل التعلم التعاوني، الاستقصاء، والتعلم بالاكشاف، ودمج المحتوى والتكنولوجيا في التعليم إلى أقصى حد ممكن. Describe instructional strategies to be used. Indicate how the activity should be done. Keep in mind to use cooperative learning, methods of inquiry, or investigation when possible and to integrate content areas and technology in instruction as much as possible in activities.</p>	<p>اذكر هنا ما تتوقع من الطلاب معرفته وتطبيقه بعد الانتهاء من الدرس State what you expect students to know and be able to do after completing the lesson.</p>



خطة تحضير درس يومي للعام الأكاديمي Daily Lesson Plan for the Academic Year

		<p>حاول انهاء الدرس، قم بذكر الأهداف مرة أخرى، ومن الممكن تلخيص الأفكار الرئيسية المقدمة أو الطلب من الطلاب الإجابة عن بعض الأسئلة للتحقق من مدى فهم الطلاب للمفاهيم الأساسية التي قدمت في الدرس.</p> <p>Bring the lesson to a close. Restate the instructional objective. You may want to summarize activities or ask students to respond to questions to check for student understanding of the basic concepts addressed by the activity.</p>		<p>الغلق Closure</p>
		<p>حدد الواجبات والتكليفات التي سيقوم الطلبة بتنفيذها في المنزل وحدد المصدر المستخدم، أو أية إرشادات مهمة لتنفيذ الواجب</p> <p>Identify the homework assigned to students to be conducted at home, its resources, ... or any important guidelines to complete the homework.</p>		<p>الواجب Homework</p>
		<p>اشرح كيف تخطط لتقييم الطلبة كتقويم ختامي لكافة أهداف التدريس التي تم التخطيط لها، واذكر أية مواد لازمة لذلك، وضمن تقييمك معيار التقييم المستخدم لأغراض التقييم (Rubric) أو قوائم الرصد أو غيرها عندما يكون ذلك مناسباً وتأكد من مطابقة الأهداف لعمليات التقييم</p>		<p>التقويم الختامي Summative assessment</p>
<p>التربية القيمية والثقافة الأسرية (الأهداف الوجدانية إن وجدت) Value Education & Family Literacy Objectives (affective domain, if available)</p>	<p>تسهيلات الدمج (الدعم الإضافي) إن وجد Inclusive facilities for students with special needs (additional support/ if available)</p>	<p>الأنشطة الإثرائية/ تمديد الدرس Enrichment Activities/ Lesson Extension</p>	<p>التمايز / التعديلات / الفروق الفردية Differentiation/Modifications Individual differences</p>	
<p>وضح الأهداف التي ستسعى لتحقيقها في المجال الوجداني (مثل بناء اتجاهات إيجابية نحو، أو تنمية قيم Identify the objective(s) you will address in the affective domain such as building positive attitudes towards , developing values</p>	<p>في حال وجود طلبية من ذوي الاحتياجات الخاصة/ وضح التسهيلات و الإجراءات المتبعة لدمج الطلبة أو أي دعم إضافي يقدم للطلبة من ذوي الاحتياجات الخاصة In case there is/are student/s with special needs, explain the facilities and procedures for the integration of those students or any additional support offered for students with special needs.</p>	<p>اقترح سبل لتوسيع النشاط للطلاب، اذكر ما يمكن أن يفعله الطالب لتطبيق المفاهيم والمهارات العملية التي تعلمها مع أوضاع جديدة. ويمكن استخدام هذه الأنشطة للطلاب الذين انهوا العمل وعلى استعداد للمضي قدماً، لا يتم تدريس أي معلومات جديدة هنا - الطلاب يقومون فقط بتطبيق ما تعلموه في الدرس ضمن سياق جديد. Suggest ways to extend the activity for students. Indicate what students could do to apply the concepts and process skills learned to new situations. This can be used as extended activities</p>	<p>اقترح ما الذي ستفعله لمراعاة الفروق الفردية أو تعديل الدرس للطلاب ذوي الاحتياجات المختلفة، أو ماذا ستفعل للطلاب الذين يواجهون صعوبة في فهم المفاهيم والمهارات التي تدرس في الدرس أو بحاجة إلى دعم إضافي. Suggest what you will do to differentiate or modify the lesson for students with diverse needs. What will you do for students who are having difficulty understanding concepts or</p>	



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		for students who complete work and are ready to move on. No new information is taught here—students are applying what they have learned in the lesson to a new context.	skills taught in the lesson or need additional support?
التأمل الذاتي للمعلم			
<p>يتم بعد الإنتهاء من تدريس الدرس التفكير في التدريس الخاص بك، قد تفكر في معالجة الأسئلة التالية:</p> <p>1- ما الأمور التي سارت على ما يرام في الدرس، ولماذا تعتقد أنها سارت على ما يرام؟ 2- ما يمكنك القيام به لتحسين الدرس في المرة القادمة؟ 3- كيف تم تقييم تعلم الطلاب؟</p>			
المعايير المهنية للمعلمين			
<p><input type="checkbox"/> 1. التخطيط لتطوير أداء و تحصيل الطلبة. <input type="checkbox"/> 2. إشراك الطلبة في عملية التعلم و تطويرهم كمتعلمين. <input type="checkbox"/> 3. توفير بيئة تعلم آمنة وداعمة ومثيرة للتحدي. <input type="checkbox"/> 4. تقييم تعلم الطلاب واستخدام بيانات التقييم لتحسين الأداء. <input type="checkbox"/> 5. إظهار ممارسات مهنية عالية الجودة والمشاركة في التطوير المهني المستمر. <input type="checkbox"/> 6. الحفاظ على الشراكة الفاعلة مع أولياء الأمور والمجتمع.</p>			

Weekly Teaching Schedule

Note: Fill in this form and give it to your college supervisor, as soon as you know your schedule, so that he/she can schedule observations and visits. **Provide an updated schedule every week.** (Highlighted spaces do not need to be completed every week.)

Intern's Name _____

Mentor Teacher _____

School Name _____

Principal's Name _____

Grade Assigned _____ Subject _____

Telephone: Home _____ School _____

E-mail address _____

Arrival time at school _____ Departure time _____

Block #/Time	Sunday	Monday	Tuesday	Wednesday	Thursday
1.					
2.					
3.					
4.					
5.					
6.					
7.					



Candidate Observation Guidelines and Forms Used When Observing Other Classrooms

Task 1: Observing Classroom Management

Several factors should be noted during these observations: What is the general atmosphere of the classroom itself? What kind and how many interpersonal actions take place?

- a. General classroom environment
 - How does the classroom feel – inviting or unfriendly?
 - How are samples of student work displayed throughout the classroom?
 - How are artifacts of the subject area displayed? (e.g., Does it look as if Arabic is taught and learned in the classroom?)
- b. What kind and how many interactions occur in the classroom? How can interactions be more effective in supporting student learning and understanding?
 - Teacher-to-student: How much talking is done by only the teacher during the lesson? Is the talking filled with questions or factual information?
 - Student-to-teacher: How much of an opportunity do the students have to ask questions of the teacher, or are the students merely providing simple answers to closed-ended questions?
 - Student-to-student: How much and what kinds of opportunities do students have to work collaboratively or to talk to each other about the topic?
- c. **Application:** Select at least one management technique that you will implement and report on your progress during Seminar.

Time	Management Technique or Skill	Comment
Environment		
	General impression of the classroom	
	Display of students' work	
Interactions		
	Teacher-to-student	
	Student-to-teacher	
	Student-to-student	



Task 2: Observing Instructional Strategies

During the observations of instructional strategies, the focus should be on the lesson structure and how deeply students are engaged in the lesson.

- a. Lesson structure
 - Does the lesson plan include a variety of ways to involve students in active learning?
 - Is teacher following the lesson plan?
 - Does the lesson include specific strategies for student's diverse needs (rather than just "fast, average, and slower" learners)?
- b. Student engagement
 - How are students actively participating in the lesson?
 - How are students working together?
 - How frequently does the teacher ask open-ended questions?
- c. **Application:** Select at least one instructional strategy that you will implement and report on your progress during Seminar.

Time	Instructional Strategies	Comment
Lesson structure		
	Active learning	
	Alignment to lesson plan	
	Differentiation	
Student engagement		
	Student participation	
	Student collaboration	
	Open-ended questioning	



Task 3: Observing Assessment Practices

Both formative and summative assessments should be observed and applied for the third task.

- a. Examples of uses for formative assessments
 - To determine the level of a student’s understanding, and then adjust the instruction to meet the student’s needs.
 - For the teacher’s self-assessment in presenting the lesson – Am I presenting the information in a way that students are following?
- b. Examples of types of formative assessments
 - Open-ended questions
 - Graphic organizers
 - Activity or lab worksheets
 - Exit cards
- c. Examples of uses of summative assessments
 - Students’ grades
 - Student motivation
 - School reports

Time	Assessment Practices		Comment		
Formative assessment					
	For student understanding				
	For teacher self-assessment				
Identify types					
	Yes/No		Yes/No		Yes/No
Open-ended questions		Graphic organizers		Worksheets	
Closed-ended questions		Quiz		Exit cards	
Summative assessment					



Clinical Experience Evaluation Survey (CEES)

To Be Completed Online

دبلوم في التربية الخاصة

Diploma in Special Education

College of Education, Qatar University

كلية التربية، جامعة قطر

To be used by the College Supervisor, Mentor Teacher, and Intern at Mid-point and End Evaluations

يتم استخدامه من قبل مشرف الكلية والمعلم المعاون والطالب المتدرب في التقييم النصفي و النهائي

Intern's Name (اسم المعلم المتدرب):		Evaluator (المقيم): (circle one)	
		Self (تقييم ذاتي)	Mentor Teacher (المدرس المعاون) College Supervisor (مشرف الكلية)
Mentor Teacher (المدرس المعاون):		College Supervisor (المشرف):	
Subject (المادة):	Grade (الصف):	Date (التاريخ):	Total score (الدرجة الكلية):

Important: Please note that successful completion of the clinical experience requires that a candidate score at satisfactory level ((3.0) or above on at least 7 of the 8 unit learning outcomes. If by mid-term a candidate is not at this level, a remediation plan must be filed.

هام جداً: يرجى ملاحظة أن الانتهاء من التدريب الميداني بنجاح يتطلب أن يحقق الطالب المتدرب درجة مقبولة (3.0 فأكثر) في 7 على الأقل من 8 لمخرجات تعلم الكلية. وإذا حقق الطالب مستوى أقل من ذلك في التقييم النصفي؛ فيجب أن يكون هناك خطة علاجية قد تم صياغتها وتنفيذها، وترفق مع هذا النموذج.

Instructions: Please mark the number that matches your observation for that item. Add the points together for a total score. A conversion tool is available to calculate percentages from the raw

التعليمات: يرجى وضع علامة على الرقم الذي يطابق ملاحظتك، ثم جمع نقاط التقييم للحصول على الدرجة الكلية، ثم استخدام أداة التحويل للدرجة المطلوبة لوضعها بالنسبة المئوية.

Rating scale: 4= target 2=needs improvement
3= satisfactory 1=unsatisfactory

التعليمات : الرجاء اختيار الرقم الذي يطابق ملاحظتك حسب كل عبارة من التالية مستخدماً مقياس التقدير :

4 = مستهدف 3 = مقبول 2 = يحتاج الى تحسين 1 = غير مقبول

Part I: Classroom Performance (الأداء الصفّي)

National Professional Standards: 1-9					
المعايير المهنية من 1-9					
LESSON PLANNING AND MATERIALS			التخطيط للدرس والمواد التعليمية		
1. Innovative and flexible learning experiences are structured for individuals and group of students. (Evaluate on written lesson plan.)					
1. يصمم خبرات تعليمية مبتكرة ومرنة للأفراد وللمجموعة من الطلاب. (قيم بناءً على خطة الدرس المكتوبة).					
الدليل Evidence					
1.1 Identifies learning goals in Curriculum Standards and school-based curricula or IEP as appropriate for to students with exceptionalities	1	2	3	4	
يحدد الأهداف التعليمية لمعايير المنهاج والمقررات التعليمية المرتبطة بالمدرسة أو ببرنامج التعليم الفردي كما يتناسب مع الطلبة ذوي الاحتياجات الخاصة.					
1.2 Designs learning experiences suitable to the developmental levels of students with exceptionality.	1	2	3	4	
يصمم خبرات تعليمية مناسبة لمستوى تطور الطالب ذوي الاحتياجات الخاصة.					
1.3 Plans and incorporates accommodations and modifications for students with exceptionalities.	1	2	3	4	
يضع الخطط اللازمة مع التعديلات للطلاب من ذوي الاحتياجات الخاصة.					
1.4 Modifies general and specialized curricula to make them accessible to individuals with exceptionalities.	1	2	3	4	
يعدّل المناهج العامة والمتخصصة لجعلها ملائمة لقدرات الطالب من ذوي الاحتياجات الخاصة					
1.5 Uses general and specialized content knowledge for teaching across curricular content areas.	1	2	3	4	
يستخدم المعرفة بمحتوى المناهج العامة والمتخصصة في تدريس موضوعات المنهاج المختلفة.					
1.6 Designs lessons based on student's PLOP by monitoring, assessing.	1	2	3	4	
يصمم دروساً اعتماداً على مستوى تقدم الطالب من خلال المتابعة والتقييم.					
Total points for this section 24 possible):					



مجموع الدرجة الكلية على هذا القسم (24)

Average for this section: (Total score divided by 6)

معدل الدرجة على هذا القسم (الدرجة الكلية مقسومة على 6)

التدريس وإدارة الفصل		TEACHING AND CLASSROOM MANAGEMENT			
2. Teaching strategies and resources to engage students in effective learning are used. 2. يستخدم الاستراتيجيات التعليمية والموارد لإشراك الطلاب في عملية التعلم الفعالة.					
الدليل Evidence					
2.1 Uses teaching strategies appropriate for curriculum standards and for developmental level of students. يستخدم استراتيجيات التدريس الملائمة لمعايير المنهاج ومستوى تطور الطلبة.	1	2	3	4	
2.2 Engages students by using a range of materials and resources. يشرك الطلاب باستخدام مجموعة من الأدوات والموارد.	1	2	3	4	
2.3 Uses a variety of skills and resources to modify lessons. يستخدم أشكالاً متنوعة من المهارات والموارد لتعديل الدروس.	1	2	3	4	
2.4 Organizes individual and group learning strategies during the lesson. ينظم طرق التعلم الفردية والجماعية أثناء الدرس.	1	2	3	4	
2.5 Employs print, multimedia, and electronic resources during the lesson. يدمج مواد مطبوعة ومصادر إلكترونية متعدد أثناء إلقاء الدرس.	1	2	3	4	
2.6. Lesson plan states the learning objectives for the student or students. تنص خطة الدرس على أهداف التعلم للطلاب أو الطلبة.	1	2	3	4	
Total points for this section 24 possible): مجموع الدرجة الكلية على هذا القسم (24)					
Average for this section: (Total score divided by 6) معدل الدرجة على هذا القسم (الدرجة الكلية مقسومة على 6)					

اللغة ومعرفة القراءة والكتابة والقدرة على القيام بالعمليات الحسابية الأساسية		LANGUAGE, LITERACY, AND NUMERACY			
3. Language, literacy, and numeracy development are fostered 3. رعاية وتطوير اللغة ومعرفة القراءة والكتابة والقدرة على القيام بالعمليات الحسابية الأساسية					
الدليل Evidence					
3.1 Uses strategies to enhance and develop يستخدم استراتيجيات لدعم وتطوير: أ- اللغة والتواصل ب- القدرة على القيام بالعمليات الحسابية الأساسية	1	2	3	4	
3.3a Applies teaching and learning strategies and assistive technologies as appropriate to support communication and language development. يطبق استراتيجيات التعليم والتعلم والتكنولوجيا المساعدة حسب ما يلائم الموقف لدعم التواصل وتطور اللغة	1	2	3	4	
3.3b Applies teaching and learning strategies that address skills regarding numeracy as appropriate to the PLOP of the student(s) numeracy يطبق استراتيجيات التعليم والتعلم التي تتناول المهارات الخاصة بالعمليات الحسابية حسب ما يتلاءم مع حاجات الطالب/ الطلبة الحسابية	1	2	3	4	
3.4a Engages colleagues and families in making decisions regarding goals and progress in language and communication. يشارك الزملاء والأسر في اتخاذ القرارات المتعلقة بالأهداف ومستوى التقدم في اللغة والتواصل	1	2	3	4	
3.4b Engages colleagues and families in making decisions regarding goals and progress in numeracy. يشارك الزملاء والأسر في اتخاذ القرارات المتعلقة بالأهداف ومستوى التقدم في العمليات الحسابية	1	2	3	4	
Total points for this section 24 possible):					



مجموع الدرجة الكلية على هذا القسم (24)

Average for this section: (Total score divided by 6)
معدل الدرجة على هذا القسم (الدرجة الكلية مقسومة على 6)

LEARNING ENVIRONMENT بيئة التعلم					
4. A safe, supportive and challenging learning environment is created. توفير بيئة تعلم آمنة وداعمة وملبنة بالتحديات.					.4
الدليل Evidence					
4.1	Creates a safe, inclusive, culturally-responsive learning environment. يوفر بيئة تعلم آمنة، وحاضنة، وتستجيب لخبرات الثقافة	1	2	3	4
4.2	Conducts open, inclusive, equitable, and ethical interactions and communication with students. يقوم بإدارة ودمج التفاعلات والتواصل المفتوح والصريح والمتساوي والأخلاقي مع الطلاب.	1	2	3	4
4.3	Considers language, culture, and family background in structuring the educational environment. يأخذ بالاعتبار جوانب اللغة والثقافة وخلفية الأسرة عند تنظيم البيئة (المواقف) التربوية.	1	2	3	4
4.4	Considers development and individual differences in structuring the learning environment. يأخذ بالاعتبار تطور الأفراد والفروق الفردية بينهم في تنظيم البيئة (المواقف) التربوية.	1	2	3	4
4.5	Provides reinforcement for appropriate behavior and feedback for inappropriate behavior. والتغذية الراجعة للسلوك غير يقم التعزيز والتشجيع للسلوك اللائق.	1	2	3	4
4.6	Considers families, cultures, schools, and other complex human issues in managing the classroom. يأخذ بالاعتبار القضايا الأسرية، والثقافية، والمدرسية، والانسانية الصعبة في إدارة الصف	1	2	3	4
Total points for this section 24 possible): مجموع الدرجة الكلية على هذا القسم (24)					
Average for this section: (Total score divided by 6) معدل الدرجة على هذا القسم (الدرجة الكلية مقسومة على 6)					

RELEVANCE AND EXTENSIONS					
5. Learning experiences that connect with the world beyond school are constructed. 5- بناء الخبرات التعليمية التي ترتبط بالعالم خارج حدود المدرسة					
الدليل Evidence					
5.1	Teaches to mastery. يدرّس بغرض إتقان الطلبة للمحتوى	1	2	3	4
5.2	Connects across subject areas on topics, problems, and issues relevant to the larger community. يربط مجالات الدراسة بالموضوعات والمشكلات والقضايا المتعلقة بالمجتمع الخارجي.	1	2	3	4
5.3	Designs lessons that are technology-rich to expand the students' experiences. يصمم دروساً ثرية تكنولوجياً لتوسيع خبرات الطلبة.	1	2	3	4
5.4	Teaches cross-disciplinary skills such as critical thinking and problem solving. يعلم الطالب مهارات عبر تخصصية مثل التفكير الناقد وحل المشكلات	1	2	3	4
5.5	Develops transition plans as appropriate for ongoing success of students. يطور خطط انتقالية (كما يتناسب) لاستمرار الطالب في النجاح	1	2	3	4
Total points for this section 20 possible): مجموع الدرجة الكلية على هذا القسم (20)					



Average for this section: (Total score divided by 5)
معدل الدرجة على هذا القسم (الدرجة الكلية مقسومة على 5)

INFORMATION AND COMMUNICATION TECHNOLOGY

تكنولوجيا المعلومات و الاتصالات

					الدليل Evidence
6.1 Identifies students' with exceptionalities learning needs in relation to ICT. يحدد الاحتياجات التعليمية المتعلقة بتكنولوجيا المعلومات والاتصالات للطلبة من ذوي الاحتياجات الخاصة.	1	2	3	4	
6.2 Selects ICT-based learning strategies and resources, including assistive technologies. يختار مصادر واستراتيجيات تعليمية قائمة على تكنولوجيا المعلومات بما في ذلك أساليب التكنولوجيا المساعدة.	1	2	3	4	
6.3 Involves students in using ICT to organize and search information, including the use of assistive technologies as appropriate. يشرك الطلاب في استخدام تكنولوجيا المعلومات والاتصالات لتنظيم المعلومات والبحث عنها بما في ذلك استخدام أساليب التكنولوجيا المساعدة، بما يناسب.	1	2	3	4	
6.4 Evaluates ICT-based learning strategies and resources. يقيم طرق التعلم والمصادر التعليمية القائمة على تكنولوجيا المعلومات والاتصالات.	1	2	3	4	
6.5 Accesses and manages information on student learning using ICT resources. يوظف ويدير المعلومات في عملية تعلم الطالب مستخدماً موارد تكنولوجيا المعلومات والاتصالات.	1	2	3	4	
Total points for this section 20 possible): مجموع الدرجة الكلية على هذا القسم (20)					
Average for this section: (Total score divided by 5) معدل الدرجة على هذا القسم (الدرجة الكلية مقسومة على 5)					

ASSESSMENT التقييم

					7. تقييم تعلم
7. Student learning is assessed and reported الطالب ووضعه في صورة تقارير.					
					الدليل Evidence
7.1 Monitors students closely during the lessons to guide them toward quality learning and performance. يتابع الطلاب عن قرب أثناء الدروس لإرشادهم نحو تحسين نوعية التعلم والأداء.	1	2	3	4	
7.2 Plans valid and reliable assessments, aligned to objectives, يخطط لتقييمات تمتاز بالصدق والثبات وتنسجم مع الأهداف.	1	2	3	4	
7.3 Assesses and reports students' learning using multiple methods of assessment. قيّم ويقدم تقريراً عن تعلم الطلاب باستخدام أساليب متنوعة من التقييم.	1	2	3	4	
7.4 Provides clear, accurate, and concise feedback to students on the outcomes of assessment. يقدم تغذية راجعة واضحة ودقيقة وموجزة للطلاب حول مخرجات التقييم.	1	2	3	4	
7.5 Reviews assessments for continued appropriateness. يراجع التقييمات لضمان استمرارية مناسبتها.	1	2	3	4	
Total points for this section 20 possible): مجموع الدرجة الكلية على هذا القسم (20)					
Average for this section: (Total score divided by 5)					



معدل الدرجة على هذا القسم (الدرجة الكلية مقسومة على 5)

USING PEDAGOGY TO IMPROVE LEARNING		استخدام طرق التدريس لتحسين التعلّم			
8. The knowledge of students and how they learn is applied to support student learning and development. 8. يتم تطبيق معرفة الطلاب وكيفية تعلّمهم للمساعدة في تطوير الطلاب وتعليمهم.					
الدليل Evidence					
8.1 Demonstrates (models) inquiry-based practices that support student learning. يظهر نماذج أو ممارسات معتمدة على الاستقصاء بصورة تدعم تعلم الطلاب.	1	2	3	4	
8.2 Creates and maintains an environment that respects diversity. يبتكر بيئة تحترم تنوع خصائص الآخرين ويحافظ عليها.	1	2	3	4	
8.3 Intervenes appropriately and safely with individuals in crisis. يتدخل مع الأفراد الذين يعانون من مشكلات أو نزاعات بشكل ملائم وأمن .	1	2	3	4	
8.4 Designs and implements learning experiences that help students reach their individual learning goals. يصمم وينفذ خبرات تعليمية تساعد الطلاب على الوصول الى تحقيق أهدافهم التعليمية.	1	2	3	4	
8.5 Identifies and accesses community services to support students with exceptionalities. يحدد الخدمات المجتمعية المساندة للطلبة ذوي الاحتياجات الخاصة، ويصل إليها.	1	2	3	4	
Total points for this section 20 possible): مجموع الدرجة الكلية على هذا القسم (20)					
Average for this section: (Total score divided by 5) معدل الدرجة على هذا القسم (الدرجة الكلية مقسومة على 5)					

SUBJECT AREA KNOWLEDGE		المعرفة بالمادة الدراسية			
9 Teaching/subject area knowledge is applied to support student learning. تطبيق المعرفة بالموضوع لدعم تعلم الطالب.					
الدليل Evidence					
9.1 Demonstrates knowledge of subject content, structures, and tools of inquiry. يظهر معرفة بمحتوى المادة الدراسية، وتنظيمها وأدوات البحث والاستقصاء فيها.	1	2	3	4	
9.2 Use general and specialized content knowledge for teaching across curricular content areas to individualize learning. يستخدم المعرفة العامة والمعرفة المتخصصة بالمحتوى من أجل التدريس عبر موضوعات المنهاج المختلفة لتفريد التعلم.	1	2	3	4	
9.3 Modifies general and specialized curricula to make them accessible to individuals with exceptionalities. يعدّل المنهاج العام والمتخصص لجعلهما متاحين ويمكن تحقيقهما من قبل الطلبة ذوي الاحتياجات الخاصة.	1	2	3	4	
9.4 Organizes content knowledge in meaningful learning progressions. ينظّم المحتوى المعرفي بشكل يجعله تعلم مستمر ذات معنى.	1	2	3	4	
Total points for this section 16 possible): مجموع الدرجة الكلية على هذا القسم (16)					



Average for this section: (Total score divided by 4)
معدل الدرجة على هذا القسم (الدرجة الكلية مقسومة على 4)

	Total Points الدرجة الكلية	Average المعدل
Lesson Planning and Materials: التخطيط للدرس والأدوات		
Teaching and Classroom Management: التدريس والإدارة الصفية		
Language, Literacy, and Numeracy: اللغة والقراءة والكتابة والعمليات الحسابية		
Learning Environment: بيئة التعلم		
Relevance and Extensions: الترابط والتوسع في الخبرات		
Information and Communication Technology: تقنية المعلومات والاتصال		
Assessment: التقييم		
Using Pedagogy to Improve Learning: استخدام التدريس لتحسين التعلم		
Subject Area Knowledge: المعرفة بالمادة الدراسية		

Observer Comments (تعليقات الملاحظ):

Strengths (نقاط القوة):

Areas for improvement (مجالات التحسين):

Summary (الخلاصة):

Part II: Professional Evaluation (التقييم المهني)

National Professional Standards: 10-12 المعايير المهنية الوطنية: 10-12					
PROFESSIONAL TEAMS الفرق المهنية					
10. Intern works as a member of professional teams			10. يعمل المتدرب كعضو في الفرق المهنية.		
الدليل Evidence					
10.1 Meets personal work-related goals and priorities. يحقق الأهداف والأولويات الشخصية المرتبطة بالعمل.	1	2	3	4	
10.2 Provides guidance and direction to parents, educators, tutors, and volunteers. يزوّد بنصائح وتوجيهات لأولياء الأمور، والتربويين، والمعلمين المساعدين، والمتطوعين.	1	2	3	4	
10.3 Works with others to maximize student learning. يعمل مع الآخرين لرفع مستوى تعلم الطلبة إلى أقصى درجة.	1	2	3	4	
10.4 Serves as a collaborative resource to colleagues. يخدم كمصدر داعم وتعاوني مع زملاءه	1	2	3	4	
المساهمة في تحسين أداء الفرق المهنية.					



COMMUNITY INVOLVEMENT المشاركة المجتمعية					
11. Intern builds partnerships with families and the community المتدرب علاقات شراكة مع الأسر والمجتمع.					11. يبني
Evidence الدليل					
11.1	Builds relationships with families and the broader community to enhance student learning. يبني علاقات شراكة مع الأسر والمجتمع ككل بهدف تحسين تعلم الطلبة.	1	2	3	4
11.2	Establishes learning environments that acknowledge students' families and communities ينشئ بيئات تعلم فيها تقدير لأسر الطلبة ومجتمعاتهم.	1	2	3	4
11.3	Promotes special education through advocacy and mentoring. يدعم التربية الخاصة من خلال المتابعة والدفاع عنها	1	2	3	4
PROFESSIONALISM المهنيّة					
12. Intern reflects on, evaluates, and improves professional practice. المهنية وتقييمها وتطويرها.					12. يتفكر المتدرب في الممارسات
Evidence الدليل					
12.1	Reflects critically on professional practice. يتفكر بصورة ناقدة في الممارسات المهنية.	1	2	3	4
12.2	Engages in personal and professional development. يشارك في التطوير المهني والشخصي.	1	2	3	4
12.3	Contributes to learning communities and other professional networks. يسهم في مجتمعات التعلم والهيئات المهنية الأخرى	1	2	3	4
12.4	Recognizes the role of the SEC policies in school governance. يتعرّف على سياسات دور المجلس الأعلى للتعليم في إدارة المدرسة.	1	2	3	4
12.5	Meets ethical, accountability, and professional requirements. يحقق متطلبات المسؤولية الأخلاقية والمهنية.	1	2	3	4
Total points for this section 48 possible): مجموع الدرجة الكلية على هذا القسم (48)					
Average for this section: (Total score divided by 12) معدل الدرجة على هذا القسم (الدرجة الكلية مقسومة على 12)					

QU COLLEGE OF EDUCATION EXPECTATIONS FOR PROFESSIONALISM

توقعات كلية التربية/ جامعة قطر لمهنية المعلمين

PROFESSIONAL BEHAVIORS السلوكيات المهنية					
1.0 Attendance and Punctuality المواعيد					1.0 الحضور ودقة
Evidence الدليل					
1.1	Arrives on time. يصل في الموعد	1	2	3	4
1.2	Stays until the end of the school day. يَبقى حتى نهاية اليوم الدراسي	1	2	3	4
1.3	Notifies mentor and supervisor if absent. يُبلغ المدرس المعاون والموجه عند الغياب	1	2	3	4
1.4	Makes up missed days. يُعوض أيام الغياب	1	2	3	4
2.0 Professionalism المهنيّة					
2.1	Dresses appropriately. يُلبس ملابس مناسبة	1	2	3	4
2.2	Demonstrates preparedness. يُظهر الاستعداد	1	2	3	4



2.3	Demonstrates a positive attitude. يُظهر سلوكاً إيجابياً	1	2	3	4	
2.4	Willingly accepts responsibilities. يقبل المسؤوليات برضاً	1	2	3	4	
2.5	Completes tasks as instructed. يُكمل المهام حسب الإرشادات	1	2	3	4	
2.6	Seeks advice and/or feedback. يطلب النصيحة و/أو الملاحظات	1	2	3	4	
2.7	Accepts feedback constructively. يقبل الملاحظات بشكل بناء	1	2	3	4	
2.8	Demonstrates respect for mentor, students, parents, and others. يُظهر احتراماً للمدرس المعاون وللطلاب وللآباء وللآخرين 8-2 إظهار الاحترام للموجه والطلاب والآباء والآخرين.	1	2	3	4	
2.9	Assumes responsibility for routine tasks without being asked repeatedly. يتولى مسؤولية المهام الروتينية بدون تكرار 9-2 . يتولى المسؤولية عن المهام الروتينية بدون تكرار الطلب.	1	2	3	4	
2.10	Completes routine paperwork on time. يُنهي الأوراق الروتينية في موعيدها	1	2	3	4	
Total points for this section 56 possible): مجموع الدرجة الكلية على هذا القسم (56)						
Average for this section: (Total score divided by 14) معدل الدرجة على هذا القسم (الدرجة الكلية مقسومة على 14)						

التوجهات المهنية Part III. Professional Dispositions

التدريس Teaching						
1. Content: Upholds high standards for content knowledge for all students. المحتوى : يحافظ على معايير مرتفعة لمعرفة المحتوى لدى جميع الأطفال	1	2	3	4		
2. Pedagogy: Makes decisions consistent with the belief that all students can learn. التدريس : يتخذ قرارات بما يتفق مع الاعتقاد أن كل طالب لديه القدرة على التعلم .	1	2	3	4		
3. Diversity: Validates students' unique strengths and ways of learning. التنوع : يتأكد من نقاط القوة الفريدة وطرق التعلم لدى الأطفال	1	2	3	4		
4. Technology: Demonstrates willingness to adopt the most appropriate learning resources, including ICT resources. التكنولوجيا: يظهر رغبة في تبني معظم مصادر التعلم المناسبة، بما في ذلك مصادر تكنولوجيا المعلومات .	1	2	3	4		
البحث العلمي Scholarship						
5. Problem Solving: Recognizes the importance of and uses a systematic approach to problem solving and decision-making. حل المشكلات: يدرك أهمية المنهج المنظم ويستخدمه لحل المشكلات واتخاذ القرارات	1	2	3	4		
6. Scholarly Inquiry: Reflects on personal beliefs and practices about teaching and learning. الاستقصاء البحثي : يتفكر في معتقداته الشخصية وفي ممارسات التدريس والتعلم.	1	2	3	4		
القيادة Leadership						



7. Ethical Values: Treats all students, parents, and colleagues with fairness and dignity. القيم الاخلاقية : يعامل جميع الطلاب وأولياء الامور وزملاءه بإنصاف ونزاهة	1	2	3	4	
8. Readily engages with new opportunities and tasks. يشترك طواعية في فرص ومهام جديدة	1	2	3	4	
Total points for this section 32 possible):					مجموع الدرجة الكلية على هذا القسم (32)
Average for this section: (Total score divided by 8)					معدل الدرجة على هذا القسم (الدرجة الكلية مقسومة على 8)

Comments (ملاحظات):

Strengths (نقاط القوة):

Areas for improvement (مجالات التحسين):

Summary (الخلاصة)

Intern Signature (توقيع المتدرب): _____ Date (التاريخ): _____

Observer Signature (توقيع الملاحظ): _____ Date (التاريخ)



Parent Contact Report Form

Intern's Name: _____ Date: _____

Student's Initials (K-12): _____ Gender: _____

Age: _____ Grade: _____

Note for Interns: Complete this form after your contact with parents.

Topic of Discussion during Conference:

Parent Comments: (What was the parent's perspective?)

Intern's Feedback: (What, if anything, did you say to the parent about their student?)

Intern's Reflections: (What do you think was accomplished – or not – by the meeting?)

Intern's _____ Mentor _____



Parent Contact Log

Date/Time	Parent's Name/ Student's Name	Type of Contact / Details	Notes	Mentor Teacher's Initials

Intern's Signature _____ Mentor Signature _____



Weekly Journal Guidelines

The Reflective Journal is a place for observations, reflections, and questions. It should be accessible to your college supervisor for comments on your observations and to answer your questions. Your supervisor can also help you learn to examine your experiences more deeply, by offering another perspective on certain situations.

While comments about every topic, every week are not necessary, you should be sure to address them consistently throughout the semester. The weekly journal should include comments about the following:

1. Personal thoughts, feelings, and insights about events and the educational environment

Examples:

- a. How did you feel as you begin your internship?
- b. Are you nervous even though you already have some experience teaching?
- c. Were you especially pleased or disappointed in a particular event that happened this week?

2. A consistent, in-depth view of experiences extending throughout the semester

Examples:

- a. What do you see as a target of your plan for improvement?
- b. What specific actions do you want to take or have you taken this week?
- c. Were there any situations with students that happened unexpectedly? How were you involved? What do you think about the situation?

3. A range of experiences and perspectives on numerous aspects of teaching and learning

Examples:

- a. Is it, or has it been, more difficult than you imagined it would be to change the habits you had before you started the program?
- b. What evidence of professionalism do you see in your own behavior and the behavior of your colleagues?

4. Numerous examples of confidentiality, ethics, and respect for teaching as a profession, including why these traits are necessary for a high level of professionalism

Examples:

- a. Did a student or colleague tell you something in confidence? How should you deal with that information?
- b. What is an example of your support for teaching as a profession?

5. Recognition and demonstration of the need for personal growth in skill, understanding, and professionalism.

Examples:

- a. Did you participate in any professional development sessions this week? What was it about?
- b. Is there a topic in PD that you would like to learn more about? What is it?
- c. Do your needs in PD change as you gain more experience as a teacher? Why do you think so?



Mid-point and Final Evaluations TaskStream Assignment

Name: _____ Date: _____

Reflective Comments. Please use the following questions to guide your reflection:

A. For Mid-point Evaluation:

1. What has been the biggest challenge you faced during the first half of your internship? Explain.
2. What was a positive event or situation that you did not expect during the first half of your internship? Explain.
3. What two areas that would you like to focus on for improvement during the second half of your internship?
 - a. First:
 - b. Second:
4. What is one way that you would like your **mentor teacher** to help you that she/he has not done up to this time or that you would like her/him to help with more? Explain.
5. What is one way that you would like your **college supervisor** to help you that she/he has not done up to this time or that you would like her/him to help with more? Explain.

B. For Final Evaluation:

1. What was the greatest challenge you faced during your internship? Explain.
2. What aspect of your internship do you think has been the most successful? Explain.
3. How has participating in internship changed your attitudes and skills in the following areas?
 - a. Supporting learning for all students
 - b. Teaching
 - c. Scholarship
 - d. Leadership Overview

Technology provides a variety of tools to enhance teaching skills and clarify concepts. They are also valuable to students in the learning process. These two components are assessed during the internship semester in an observed lesson.

To fulfill the three requirements of the standard you must satisfactorily complete the following:

- Demonstrate the appropriate use of technology in teaching.
- Demonstrate that students use appropriate technology for learning.
- Demonstrate an awareness of appropriate technologies to enhance learning by students with exceptionalities.

Assignment

- A. For one of your observed lessons, integrate a technology that is appropriate to the content, and includes interactivity for the students.

Examples of an appropriate use of interactive technology to enhance teaching:

- Language lesson: Using an interactive whiteboard in an Arabic language or English class, have young students write the name of the item in each of the displayed pictures.



- Social Studies: Using a printed transparency map of Qatar on an overhead projector, have students locate Doha and other cities and towns within the borders. Then have students draw the roads between them on each of their own maps.
- Math: Using calculators and an interactive grid on a whiteboard, calculate which of two shapes needs a longer fence.
- Physics: Using motion detectors and a graphing program, determine which motions create or replicate various graphs.

NOTE: A simple slide show during a lecture is not considered adequate for this task.

For one of your observed lessons, integrate a technology that enhances student learning and is appropriate to both the content and the student level.

Examples of an appropriate use of interactive technology **to enhance learning**:

- Social Studies: Students create a PowerPoint slide show with embedded audio and video to show architectural differences between old and new Doha and show the cultural influence over history.
- Language: Students create recordings of their pronunciation of various words, phrases, and sounds and analyze them in order to speak more clearly.
- Chemistry: Students use a modeling program to create virtual molecules and to balance chemical equations.

NOTE: Teaching students how to create slides does not fulfill the requirements for this task.

B. In your lesson plan, describe several (3-5) specific technologies that would enable a student with an exceptionality to enhance his/her learning.

Examples of appropriate technologies to enhance the learning of a student with exceptionalities:

- Students with vision difficulties use alternative color schemes for viewing large-print text on a monitor.
- A student with difficulty using a keyboard uses a dictation application to record class notes.
- A young student who has difficulty focusing on his work because of auditory distractions has noise-canceling headphones that receive the teacher's instructions through a Bluetooth microphone-and-receiver set.

NOTE: A student with an exceptionality simply using a computer does not fulfill the requirements for this task.



Guidelines for the Unit Plan TaskStream Assignment

Purpose

A Unit Plan, made up of complete lesson plans and supporting materials, should target a concept—not a topic—in the curriculum. The goal of the unit is to develop rich, rigorous, engaging learning situations for students based on the targeted concept. It should include extensive use of technology for learning, multiple opportunities for active engagement by students, and carefully differentiated instruction and assessment to enable diverse learners to succeed.

Specifics

1. The unit should be a set of sequenced lessons all related to different topics within the concept.
2. The unit's objectives should align with the prescribed curriculum of the school and subject area.
3. The unit should take four (4) to six (6) blocks of class time to teach.
4. Rubrics for lesson plans **and** the unit will be used to evaluate your work. Be sure to use them for additional information about how to complete your unit. The rubrics can be found in the *Appendix*.



Assessment Analysis TaskStream Assignment

Overview

One way to measure the impact we have on student learning is with a pre- and post-test comparison. The difference between the two scores should be the result of our teaching. The information from this assessment analysis is used to design future lessons and to improve skills in the use of various instructional strategies.

The main intention of this assignment is to collect and use assessment data to modify instruction and improve student learning. Adaptations may be necessary when applied to specific situations.

Instructions for “Assessment Analysis”

1. Identify a set of learning objectives appropriate for your student(s).
2. Select a set of 3-5 daily lessons on the same topic or concept.
3. Design an assessment that reflects what you think the student(s) should know, understand, and be able to do at the end of the set of lessons.
4. Administer the assessment before you begin teaching. Record the results by objective (What does the student or students know about the topic right now?)
5. Teach the set of lessons.
6. Conduct the same or a similar assessment and compare the results by objective. Compare the test tasks/questions with the objectives, using Bloom’s Taxonomy. Are they similar in cognitive level? Did you teach and test students at the same level? Is this the level at which you wanted them to understand the concepts of the lesson?
7. How successful was the teaching in helping the student(s) master the objectives? What was most successful in the teaching? What was least successful? Reflect on reasons for this success or lack of success.
8. Use a second assessment (for example, if you used a formal assessment for the first evaluation, use an informal one). Compare the results. Do they align? Give reasons to explain what you observe.
9. Reflect on how you would improve your teaching of this set of lessons, based on what you have learned from the activity.
10. Present your findings in class. Encourage discussion among your peers to collaboratively review the results. Explain how you will give feedback to your student(s) that will support ongoing learning.

Reflection

1. What did you learn about student learning from doing this activity?
2. How would you use this information in planning future lessons?

Lesson Plan Rubric

	Unsatisfactory	Needs Improvement	Satisfactory	Target
Qatar Curriculum Standards معايير المناهج القطرية	QNCP standards are identified but are clearly inappropriate in number, grade and/or topic. تم التعرف علي عدد من معايير المناهج القطرية ولكنها غير مناسبة بصورة جلية في العدد ولا تتماشى مع الصف الدراسي و الموضوع	QNCS standards are identified but either are inappropriate in number or do not match the grade or topic well. تم التعرف علي عدد من معايير المناهج القطرية ولكنها اما غير مناسبة في العدد او لا تتماشى مع الصف الدراسي و الموضوع	An appropriate number of QNCS standards are identified; most match grade and topic. تم التعرف علي عدد مناسب من معايير المناهج القطرية و معظمها تتماشى بصورة واضحة مع الصف الدراسي و الموضوع	An appropriate number of QNCS standards are identified and clearly match grade and topic. تم التعرف علي عدد مناسب من معايير المناهج القطرية و هي تتماشى بصورة واضحة مع الصف الدراسي و الموضوع
Instructional Objectives أهداف التدريس	Objectives are not aligned with standards or assessments AND are not measureable. لا تتماشى الاهداف المصاغة مع المعايير أو اساليب التقييم و لا يمكن قياسه	Stated objectives are not aligned to standards and assessments OR are not measureable. لا تتماشى الاهداف المصاغة مع المعايير و اساليب التقييم أو لا يمكن قياسها	Stated objectives are aligned with standards and assessments, but all are not measureable. تتماشى الاهداف المصاغة مع المعايير و اساليب التقييم و لكنها جميعا لا يمكن قياسها	Stated objectives are aligned with standards and assessments and describe measureable goals. تتماشى الاهداف المصاغة مع المعايير و اساليب التقييم و تصف اهدافا يمكن قياسها
Materials المواد	Materials are insufficient in number or are not be appropriate to students' level or to the topic. المواد التعليمية غير كافية من حيث العدد أو غير مناسبة لمستوي الطلاب او الموضوع	Materials are insufficient in number and or contribute only slightly to the lesson. المواد التعليمية غير كافية من حيث العدد و او تساهم بصورة طفيفة في الدرس	Materials are adequate in quality and number, appropriate to students' level and to the topic. تمتيز المواد التعليمية بانها مناسبة من حيث الجودة و مناسبة لمستوي الطلاب و الموضوع	Materials are high quality and clearly enhance the lesson. They are adequate in number and appropriate to students' level. تمتيز المواد التعليمية بانها عالية الجودة و تدعم الدرس فهي كافية بصورة واضحة من حيث العدد و مناسبة لمستوي الطلاب
Resources المصادر	Resource list has many important omissions and no supportive resources. يوجد بقائمة المصادر اشياء كثيرة محذوفة و لا يوجد مصادر داعمة	Most required resources are named, with only minor omissions. Supportive resources are lacking م تسمية معظم المصادر المطلوبة، مع وجود بعض الاشياء الغير موجودة تنقص الخطة الثانوية المصادر الداعمة	All required resources and some additional resources are identified, although the list lacks variety in type of resources identified. جميع المصادر المطلوبة و الاضافية تم التعرف عليها بالرغم من ان القائمة ينقصها التنوع في نوع المصادر	All required resources and additional supportive resources are identified; various types of resources are included (print, electronic, physical). جميع المصادر المطلوبة و الاضافية تم التعرف عليها، و تم تضمين انواع متعددة (مطبوعة) من المصادر (الالكترونية، مادية)
Activating Prior Knowledge/ Focus/ Motivation اثارة الدافعية، تنشيط الخلفية المعرفية	Prior knowledge is not activated or activity is not related to objectives. لم يتم تنشيط المعرفة	Prior knowledge is somewhat activated, but the relationship to objectives is weak. تم تنشيط المعرفة السابقة الي حد ما، و لكن العلاقة	Prior knowledge is activated through a specific technique related to objectives. تم تنشيط المعرفة السابقة	Prior knowledge is activated through a specific engaging technique that is clearly related to objectives. تم تنشيط المعرفة السابقة من

	Unsatisfactory	Needs Improvement	Satisfactory	Target
	السابقة او النشاط لايرتبط بالاهداف	بنها و بين الاهداف ضعيفة	من خلال اجراء محدد مرتبط بالاهداف	خلال نشاط يدمج الطلاب و مرتبط بصورة واضحة مع الاهداف
Technology التكنولوجيا	Technology use distracts from learning objectives. هناك استخدام مبدع للتكنولوجيا من جانب الطلاب و هذا الاستخدام يدعم بصورة واضحة اهداف التعلم	Use of technology to support lesson objectives by the teacher is limited; no use of technology by students. يدعم الاستخدام المناسب للتكنولوجيا من جانب المعلم او الطلاب اهداف التعلم	Appropriate use of technology by teacher or students supports learning objectives. استخدام التكنولوجيا لدعم اهداف الدرس من جانب المعلم محدود، و لا يستخدم الطلاب التكنولوجيا	Creative use of technology by students clearly supports learning objectives. استخدام التكنولوجيا لايتماشى مع اهداف التعلم
Teacher Strategies استراتيجيات التدريس	Instructional strategy is poorly described and is not appropriate for the learning objectives. تم وصف الاستراتيجيات التدريسية بصورة ضعيفة و هي ليست مناسبة لاهداف التعلم	A single instructional strategy is described that is appropriate for learning objectives. تم وصف استراتيجية واحدة و هي مناسبة لاهداف التعلم	More than one learning strategy is described; the set of learning strategies is appropriate for learning objectives. تم وصف اكثر من استراتيجية تدريسية، و تتناسب مجموعة الاستراتيجيات التدريسية مع اهداف التعلم	Instructional strategies are clearly described, varied, and clearly support learning objectives. تم وصف الاستراتيجيات التدريسية بصورة واضحة و هي متنوعة و تدعم اهداف التعلم بصورة واضحة
Student Activities الانشطة الطلابية	Student activities • Include a single mode of interaction (E.g., visual, auditory, or kinesthetic), • Do not encourage students to ask questions, and • Offer limited conceptual and cognitive development يستخدم مهارة واحدة فقط لا يشجع الطلبة على الاسئلة. يشجع على تعليم المفاهيم بشكل محدود جدا	Student activities • Include a single mode of interaction (E.g., visual, auditory, or kinesthetic), • Minimally encourage students to ask questions of the teacher but not other students, and • Offer limited conceptual and cognitive development يستخدم نوع واحد من حركية أو سمعية (المهارة) (أو بصرية). يشجع الطلبة على طرح الاسئلة للمدرس بشكل محدود ولا يشجع على طرح الاسئلة البينية. يشجع الوعي المفاهيمي بشكل محدود	Student activities may • Include multiple modes of interaction (E.g., visual, auditory, or kinesthetic), • Encourage students to ask questions of the teacher but not other students, and • Enhance conceptual and cognitive development appropriate to the subject area. ينوع في المهارات (بصرية أو سمعية أو حركية). يشجع الطلاب على الاسئلة للمعلم ولكن ليس للطلبة. يشجع على تطوير الوعي المفاهيمي المناسب لموضوع الدرس	Student activities • Include multiple modes of interaction (E.g., visual, auditory, or kinesthetic), • Encourage students to ask questions of the teacher and other students, and • Enhance conceptual and cognitive development appropriate to the subject area. وتشمل على بصرية (تنوع المهارات - حركية/سمعية/) يشجع الطلبة على طرح الاسئلة على المعلم والطلاب. يشجع على تطوير الوعي المفاهيمي المناسب لموضوع الدرس
Modifications/ Differentiation التنوع والتمايز	A strategy to help students with a single type of need is identified, or	Multiple strategies to help students with a single type of need are	Multiple and appropriate strategies to help students with	Multiple and appropriate strategies to help students with diverse needs are

	Unsatisfactory	Needs Improvement	Satisfactory	Target
	strategies identified are not appropriate. يقوم بتحديد استراتيجيات واحدة لنوع من الحاجات أو يقوم بتحديد استراتيجيات متنوعة ولكنها لا تستخدم.	identified; most are appropriate يقوم بتحديد - استراتيجيات متعددة لتعليم الطلاب ضمن نوع واحد من الاحتياجات ومعظمها مناسبة.	diverse needs are identified. يحدد الاستراتيجيات - المتنوعة لمساعدة الطلبة في التعلم بحسب احتياجاتهم المختلفة	identified and explained. يستخدم استراتيجيات متنوعة ومناسبة لتقديم المعلومة بحسب احتياجات الطلاب المختلفة
Lesson Extension شمولية الدرس (التوسع بالدرس)	Extension repeats but does not offer application in a new context. يعيد تكرار ذات - الموقف ولا يعطي الطلبة الفرصة لتطبيق ما تعلموه في ظروف مشابهة.	Extension includes limited opportunities for students to apply the information, concepts, or skills in a similar context. يعطي فرصا محدودة - لتطبيق ما تعلمه الطلاب في ظروف مشابهة	Extension includes opportunity for students to apply the information, concepts, or skills in a new context. يعطي فرصة للطلاب - لتطبيق ما تعلموه في مواقف مشابهة	Extension includes one or more opportunities for students to apply the information, concepts, or skills in new and authentic situations or contexts. يعطي فرصا متعددة للطلاب لتطبيق ما تعلموه في مواقف مشابهة أو ظروف حقيقية
Closure الخاتمة	Closure by teacher ends the lesson, but does not summarize or clarify learning. الخاتمة فقط تنهي الدرس ولا تلخص أو توضح شيء.	Closure by teacher summarizes the lesson and clarifies points. تختصر الخاتمة على - قيام المعلم بتلخيص الدرس وتوضيح بعض النقاط.	Closure includes an opportunity for a limited number of students to summarize the lesson, respond to questions, connect to previous learning, or anticipate new learning. تعطي الخاتمة فرصة - محدودة لبعض الطلبة لتلخيص الدرس والاجابة عن الاسئلة وربط بالتعليم السابق	Closure includes an opportunity for all students to summarize the lesson, respond to questions, connect to previous learning, or anticipate new learning. تعطي الخاتمة فرصة لكل طالب لتلخيص الدرس والاجابة عن الاسئلة وربط بالتعليم السابق والتنبؤ بالتعليم المستقبلي
Assessments التقييم/التقويم	Assessment does not align with lesson objectives or does not provide feedback on each student. لا تتفق أدوات التقييم مع محتوى الدرس وأهدافه ولا تعطي تغذية راجعة لكل طالب	Assessment provides feedback for each student and is aligned with most of the lesson's objectives in content. يتفق التقويم مع معظم اهداف الدرس ومحتواه والتغذية الراجعة تكون من المدرس للطلبة فقط	Assessment provides feedback for each student and is aligned with the lesson standards and objectives in content, and cognitive level (Bloom's taxonomy). يتفق التقويم مع - معطيات الدرس ومحتواه واسلوب التدريس وهرم بلوم ولكن التغذية الراجعة تكون لكل طالب فقط وليس للمعلم	Assessments clearly align with the lesson standards and objectives in content, mode (way it was taught), and cognitive level (Bloom's taxonomy); provides focused feedback for teacher and every student. تتفق ادوات التقييم مع - معطيات الدرس وأهدافه ومحتواه وطريقة التعليم (بلوم) والمستوى الذهني وتكون التغذية الراجعة هادفة للمعلم ولكل طالب

**Mid and Final Reflections Rubric
(Final Only -- TaskStream Assignment)**

	Unsatisfactory	Needs Improvement	Satisfactory	Target
Assessment Design	One or both of the assessments are poorly designed; not aligned in cognitive level to the objectives. One or more of the assessments is not appropriate to with the developmental level or abilities of the student(s).	The assessments are very much alike, so that comparison is difficult or lacks meaningfulness. Little alignment in cognitive level between the objectives and the questions/tasks on the assessments. One or more of the assessments may not be consistent with the student(s)' developmental level or abilities.	The two assessments are somewhat different and assess the same objectives. Cognitive alignment to the objectives is evident, with some errors. Questions/tasks are appropriate for the developmental level, learning goals, and abilities of the student(s) and relate to the objectives.	The two assessments clearly differ in format, but assess the same objectives. Both assessments are closely aligned to the objectives in cognitive level. Questions/tasks are clearly structured to require demonstration of the targeted knowledge and/or skills and are appropriate for the developmental level, learning goals, and abilities of the student(s).
Data collection	Data is collected but show no clear representation of student performance.	Data represents student performance, but may not be clear.	Data validly and reliably represents student performance	Data validly and reliably are extremely helpful, representing student performance clearly and meaningfully.
Data analysis	Minimal processes are applied to the data, and analysis is disconnected from the actual data processes. Interpretations and/or conclusions are disjointed from the data.	Processes are applied to the data, but they may be inconsistent and/or inconclusive. Processes are applied to the data, but they may be inconsistent and/or inconclusive. Interpretations and/or conclusions are drawn from the data, but the evidence supporting them is not provided.	Appropriate and accurate processes are applied to the data. Interpretations and/or conclusions are logical, and are appropriately supported by evidence from the data analysis.	Data is thoroughly analyzed using the most appropriate means. Interpretations and conclusions clearly emerge from the data analysis and are presented in a professional, concise, and thorough manner.
Implications for instruction	Implications are not supported by the data and are not appropriate to the students, content, or teaching/learning situation. No student involvement.	Implications are somewhat related to the data, but may not be clearly supported by it. Stated implications may not be appropriate to identified students, content, and teaching/learning situation. Connection between the data and instructional decisions is weak; students are not involved in the assessment process.	Implications are supported by the data and are appropriate to the identified students, content, and teaching/learning situation. Instructional decisions are linked to the data, but may lack clarity; ways of involving the students in assessment decisions are discussed.	Multiple implications are clearly supported by the data, and are appropriate to the identified students, content, and teaching/learning situation. Instructional decisions are clearly and accurately linked to the data; appropriate and meaningful ways of involving the students in assessment decisions are discussed.
Presentation	Data is poorly and/or inaccurately displayed. Presentation does not facilitate discussion or collaboration. Feedback is not discussed or would not be helpful to improved learning.	Data is displayed, but may be confusing or uninteresting. Discussion is encouraged, but may not stay focused on task. Feedback is designed, but may not be either explicit or helpful.	Data is displayed in such a way as to support discussion among colleagues. Presentation is informative. Shared decision-making related to the assessment is encouraged; however, consensus may not be achieved. Helpful feedback is designed for students.	Data is clearly and accurately displayed in such a way as to elicit engaged and informed discussion among colleagues. Presentation is informative, interesting, and reflective. Shared decision-making related to the assessment results is clearly achieved and explicit, helpful feedback is designed.

Technology Project Rubric

	Unsatisfactory	Needs Improvement	Satisfactory	Target
Technology in teaching	Teacher uses technology to display information.	Teacher uses technology to present information that is appropriate for students. Technology provides little or no help in support of the learning opportunity for students.	Teacher uses interactive technology or technologies to present lesson that is appropriate for students. Technology supports lesson objectives. Technology is helpful to the learning opportunity provided to students.	Teacher creatively uses diverse technologies to make learning more motivating, authentic, and effective. Technology is interactive, engaging, and clearly supports lesson objectives. Technology is essential to the learning opportunity provided to students.
Technology for learning	Students use technology for single-purpose tasks isolated from lessons and objectives.	Students use technology, but for routine, low-level word processing, presentation, and/or spreadsheet processes and functions.	Students use technology effectively in a learning opportunity that would be difficult or impossible to do without technology.	Students engage with technologies that enable them to create, investigate, and/or analysis information. The use of technology empowers students to be self-directed learners.
Assistive technologies	Little to no attention to the identification of or use of assistive technologies.	Identifies assistive technologies and identifies students' needs, but does not match ATs to specific needs.	Identifies appropriate assistive technologies to enhance learning of students with specific exceptionalities.	Identifies creative uses of readily available technologies to enhance the learning opportunities of students with exceptionalities, correctly matching the solution to the learning challenge and learning objective.
Creativity and Higher Level Thinking	Technology use does not encourage or allow for higher-level thinking or creativity.	Technology use allows for creativity and higher -level thinking, although in a limited way.	Technology use allows for creativity and higher -level thinking.	Technology use encourages creativity and higher-level thinking.
Reflection	Reflection discusses student learning.	Reflection discusses student learning; may identify connections between technology and learning.	Reflection discusses students learning; identifies ways in which technology affects learning.	Reflection focuses on student learning; clearly and insightfully identifies the ways in which technology interacts, enhances, or restricts learning.

UNIT PLAN RUBRIC

	Unsatisfactory	Needs Improvement	Satisfactory	Target
Alignment with Qatar National Curriculum Standards as appropriate for students with exceptionalities	Few objectives are aligned with Qatar National Curriculum Standards; little evidence of the use of general or specialized content knowledge for teaching across curricular content areas to individualize learning for individual(s) with exceptionalities	Some objectives are aligned with Qatar National Curriculum Standards and demonstrate the use general and/or specialized content knowledge for teaching across curricular content areas to individualize learning for individual(s) with exceptionalities	Most objectives are aligned with Qatar National Curriculum Standards and demonstrate the use general and/or specialized content knowledge for teaching across curricular content areas to individualize learning for individual(s) with exceptionalities	All objectives are aligned with Qatar National Curriculum Standards and demonstrate the use general and specialized content knowledge for teaching across curricular content areas to individualize learning for individual(s) with exceptionalities
Objectives	Few are listed or written clearly in measurable terms, or they are not appropriate for the development and individual differences of individuals with exceptionalities.	Most are written in measurable terms; however, they may not be appropriate for the development and individual differences of individuals with exceptionalities.	Most are listed, written clearly in measurable terms, and appropriate for the development and individual differences of individuals with exceptionalities.	All are listed, written clearly in measurable terms, and appropriate for the development and individual differences of individuals with exceptionalities.
Subject integration	Content may be accurate and clearly presented; is not integrated; lessons focus is on a single subject area, or is not appropriate for individual(s) with exceptionalities.	Content may be accurate and clearly presented; may not be integrated appropriate for the individual(s) with exceptionalities (too simple or too complex). Content is dominated by a single subject.	Content is accurate and clearly presented, but may not be integrated appropriately for the students for individual(s) with exceptionalities. Unit includes content from several of the disciplines of language arts (Arabic or English), math, science, art, health, social studies, and P.E.	Content is accurate and clearly presented; is integrated appropriately for the developmental level of the students. Unit includes content from each of the disciplines of the disciplines of language arts (Arabic or English), math, science, art, health, social studies, and P.E., appropriately integrated for individual(s) with exceptionalities.
Content	Central concepts, structures of the discipline, or tools of inquiry of the content areas as appropriate for	Central concepts, structures of the discipline, or tools of inquiry of the content areas as appropriate for	Demonstrates understanding of the central concepts, structures of the discipline, and	Demonstrates a thorough understanding of the central concepts, structures of the

	Unsatisfactory	Needs Improvement	Satisfactory	Target
	individual(s) with exceptionalities are not demonstrated.	individual(s) with exceptionalities is demonstrated to a limited extent.	tools of inquiry of the content areas as appropriate for individual(s) with exceptionalities.	discipline, and tools of inquiry of the content areas as appropriate for individual(s) with exceptionalities.
Alignment of Instruction and Objectives	Few lessons, activities, and assignments are linked to objectives or are not modified to make them accessible to individual(s) with exceptionalities.	Some lessons, activities, and assignments are linked to objectives and modified to make them accessible to individual(s) with exceptionalities.	Most lessons, activities, and assignments are linked to objectives and modified to make them accessible to individual(s) with exceptionalities.	All lessons, activities, and assignments are linked to objective and modified to make them accessible to individual(s) with exceptionalities.
Materials and Resources	Uses almost no variety of materials and resources, or materials and resources are inappropriate for individual(s) with exceptionalities.	Uses little variety of materials and resources, or the majority of which are either not appropriate or not helpful for individual(s) with exceptionalities.	Uses a variety of materials and resources, the majority of which are appropriate AND helpful for individual(s) with exceptionalities.	Uses a variety of materials and resources, all of which are appropriate AND helpful for individual(s) with exceptionalities.
Technology	Technology is not used or is used inappropriately or ineffectively..	Some (limited) integration of technology in planning and delivery of instruction effectively to individual(s) with exceptionalities OR assistive technologies as appropriate.	Integrates technology throughout the unit as appropriate in planning and delivery of instruction effectively to individual(s) with exceptionalities OR assistive technologies as appropriate.	Integrates technology throughout the unit as appropriate in planning and delivery of instruction effectively to individual(s) with exceptionalities AND assistive technologies as appropriate.
Cross-disciplinary activities and Assignments	Employs no variety in activities or assignments. Instruction is teacher-centered; almost no opportunity for active learning or creative thought.	Employs little variety of cross-disciplinary activities or activities do not relate closely to objectives. Most activities are teacher-centered. Little opportunity for creative thought.	Employs some variety of cross-disciplinary activities designed to meet stated objectives. Most activities are student-centered and active learning and higher level thinking are encouraged in some activities, but not consistently.	Employs a variety of cross-disciplinary activities designed to meet stated objectives. All learning activities are student-centered, and most employ active learning. Many activities require higher level thinking skills and provide opportunities for critical thinking and problem solving.

	Unsatisfactory	Needs Improvement	Satisfactory	Target
Differentiation of Instruction	Little to no evidence of knowledge about how exceptionalities may interact with learning.	Some (limited) knowledge about how exceptionalities may interact with learning is evident.	Knowledge about how exceptionalities may interact with learning is evident in some lessons to provide meaningful and challenging learning experiences.	Knowledge about how exceptionalities may interact with learning is used extensively to provide meaningful and challenging learning experiences throughout the unit.
Assessment	Lessons do not contain an assessment, or no assessments are aligned with the objectives.	Few lessons contain an assessment that is aligned with objective(s), or lessons include an assessment that is not aligned with the objectives.	Most lessons contain an assessment that is aligned with objectives.	All lessons contain at least assessments that are aligned with objectives.
Lesson and unit coherence	Lessons are minimally organized. Unit does not reflect knowledge about the development, learning, and motivation of students.	Lessons are somewhat organized and move students somewhat toward achieving objectives. Limited reflection of knowledge about the development, learning, and motivation of students.	Lessons are organized and move students toward achieving objectives. Some lessons reflect an understanding of the development, learning, and motivation of students, but not consistently demonstrated.	Lessons are sequentially organized and move students toward achieving objectives. Set of lessons reflects an understanding of the development, learning, and motivation of students.
Overall Purpose of the Unit	Purpose of the unit not stated.	Purpose of the unit poorly stated.	Purpose of the Unit weakly stated.	Purpose of the Unit clearly stated.
Spelling, grammar, punctuation	Errors in grammar, punctuation, or spelling require major editing and revising.	Errors in grammar, punctuation, or spelling require major editing and revising.	Errors in grammar, punctuation, or spelling require minor editing and revising.	Unit contains almost no errors in grammar, punctuation, or spelling.

Assessment Analysis Rubric

	Unsatisfactory	Needs Improvement	Satisfactory	Target
Assessment Design	One or both of the assessments are poorly designed; not aligned in cognitive level to the objectives. One or more of the assessments is not appropriate to with the developmental level or abilities of the student(s).	The assessments are very much alike, so that comparison is difficult or lacks meaningfulness. Little alignment in cognitive level between the objectives and the questions/tasks on the assessments. One or more of the assessments may not be consistent with the student(s)' developmental level or abilities.	The two assessments are somewhat different and assess the same objectives. Cognitive alignment to the objectives is evident, with some errors. Questions/tasks are appropriate for the developmental level, learning goals, and abilities of the student(s) and relate to the objectives.	The two assessments clearly differ in format, but assess the same objectives. Both assessments are closely aligned to the objectives in cognitive level. Questions/tasks are clearly structured to require demonstration of the targeted knowledge and/or skills and are appropriate for the developmental level, learning goals, and abilities of the student(s).
Data collection	Data is collected but show no clear representation of student performance.	Data represents student performance, but may not be clear.	Data validly and reliably represents student performance	Data validly and reliably are extremely helpful, representing student performance clearly and meaningfully.
Data analysis	Minimal processes are applied to the data, and analysis is disconnected from the actual data processes. Interpretations and/or conclusions are disjointed from the data.	Processes are applied to the data, but they may be inconsistent and/or inconclusive. Processes are applied to the data, but they may be inconsistent and/or inconclusive. Interpretations and/or conclusions are drawn from the data, but the evidence supporting them is not provided.	Appropriate and accurate processes are applied to the data. Interpretations and/or conclusions are logical, and are appropriately supported by evidence from the data analysis.	Data is thoroughly analyzed using the most appropriate means. Interpretations and conclusions clearly emerge from the data analysis and are presented in a professional, concise, and thorough manner.
Implications for instruction	Implications are not supported by the data and are not appropriate to the students, content, or teaching/learning situation. No student involvement.	Implications are somewhat related to the data, but may not be clearly supported by it. Stated implications may not be appropriate to identified students, content, and teaching/learning situation. Connection between the data and instructional decisions is weak; students are not involved in the assessment process.	Implications are supported by the data and are appropriate to the identified students, content, and teaching/learning situation. Instructional decisions are linked to the data, but may lack clarity; ways of involving the students in assessment decisions are discussed.	Multiple implications are clearly supported by the data, and are appropriate to the identified students, content, and teaching/learning situation. Instructional decisions are clearly and accurately linked to the data; appropriate and meaningful ways of involving the students in assessment decisions are discussed.

	Unsatisfactory	Needs Improvement	Satisfactory	Target
Presentation	Data is poorly and/or inaccurately displayed. Presentation does not facilitate discussion or collaboration. Feedback is not discussed or would not be helpful to improved learning.	Data is displayed, but may be confusing or uninteresting. Discussion is encouraged, but may not stay focused on task. Feedback is designed, but may not be either explicit or helpful.	Data is displayed in such a way as to support discussion among colleagues. Presentation is informative. Shared decision-making related to the assessment is encouraged; however, consensus may not be achieved. Helpful feedback is designed for students.	Data is clearly and accurately displayed in such a way as to elicit engaged and informed discussion among colleagues. Presentation is informative, interesting, and reflective. Shared decision-making related to the assessment results is clearly achieved and explicit, helpful feedback is designed.

COLLEGE SUPERVISOR EVALUATION FORM

Intern's Program Area _____ Date _____

College Supervisor' Name _____

Rating: 3 = Exemplary 2 = Satisfactory 1 = Unsatisfactory

- _____ Visits were timely and helpful.
- _____ Observations were objective and fair.
- _____ Helpfulness and support were provided consistently.
- _____ Conferences were constructive and insightful.
- _____ Feedback on my reflections was helpful.
- _____ Knowledge of teaching is demonstrated consistently.
- _____ Feedback on my lesson plans supported my growth as a professional.
- _____ Feedback on my teaching supported my growth as a professional.
- _____ Professional behavior was modeled consistently.

Comments _____

Return to: Ms. Intisar Ali
 Internship Unit Coordinator
 College of Education
 Qatar University

MENTOR TEACHER EVALUATION FORM

Intern's Program Area _____ Date _____

Supervising Teacher's Name _____

Rating: 3 = Exemplary 2 = Satisfactory 1 = Unsatisfactory

- _____ Observations were timely and helpful.
- _____ Observations were objective and fair.
- _____ Helpfulness and support were provided consistently.
- _____ Conferences were constructive and insightful.
- _____ Feedback on my reflections was helpful.
- _____ Knowledge of teaching is demonstrated consistently.
- _____ Feedback on my lesson plans supported my growth as a professional.
- _____ Feedback on my teaching supported my growth as a professional.
- _____ Professional behavior was modeled consistently.

Would you recommend that additional interns be placed with this mentor teacher?

_____ Yes _____ No

Comments _____

Return to: Ms. Intisar Ali
 Internship Unit Coordinator
 College of Education
 Qatar University

REMEDIATION INTERVENTION FORM

This form will only be used if the candidate is not showing satisfactory knowledge, skills, or dispositions for teaching.

Candidate Name _____ Date _____
School _____ Grade level/content _____
Cooperating Teacher _____
University Supervisor _____

The following concern(s) have been discussed explicitly with the candidate, cooperating teacher, or university supervisor.

Data that support these concerns include:

These specific steps must be taken by the candidate for professional growth (please list actions and dates for completion).

Date for re-evaluation of concern(s). _____

I have read and received a copy of this document.

Candidate Signature _____ Date: _____

Supervisor Signature _____ Date: _____

Mentor Signature _____ Date: _____

HANDBOOK ACKNOWLEDGMENT

My signature below acknowledges that I have read the Internship Handbook and agree to abide by the standards, policies, and procedures defined or referenced in the Handbook. I understand that I have an obligation to inform my college supervisor of any changes in personal information, such as name, phone number, or address. I also accept responsibility for contacting my college supervisor or program advisor if I have any questions or concerns, or if further explanations are needed.

Intern's Printed Name _____

Signature _____ Date _____

Please return this signed form to the Instructor of the Internship Seminar. All signed forms will reside with:

Return to: Dr. Elsayed Elshabrawi Ahmed Hassanein
Coordinator of the Diploma Programs
College of Education
Qatar University