

MESSIAH UNIVERSITY TEACHER EDUCATION PROGRAM
INITIAL VISIT PERFORMANCE OBSERVATION FORM & CONFERENCE NOTES
(for use with Pre-Student Teaching Field Experience at the time of the first On-Site Informal Observation)

Purposes of Initial Visit to Schools by University Supervisor:

1. To establish personal contact with the student, the mentor teacher, and other building personnel
2. To become acquainted with the classroom environment & climate, learners, and logistics of the placement while making an initial assessment of the student's performance as he/she assists the mentor teacher in working with learners
3. To address questions that the mentor teacher and/or student may have regarding the experience

The University Supervisor will document this initial visit by completing this form after discussing topics of interest/orientation with the pre-student teacher and mentor teacher.

Student Name:	Mentor Teacher:
School/District:	Grade Level:
Date of Initial Visit:	Supervisor Name:
Impressions of Student in the Classroom Setting	
What Was Observed	Supervisor's Comments/Input
Topics Discussed with Mentor Teacher and/or Student	

Email completed form to student, mentor teacher, and jmcgill@messiah.edu within 24 hours of initial visit/informal observation.