Preclinical Level 3 Final Evaluation Procedures

Please note: Google Links should not be shared amongst different preclinical levels.
They are all unique to the preclinical level indicated.

**Step 1:** Candidate initiates conversation between candidate, cooperating teacher, and university supervisor to establish a day for the formal mid-term evaluation observation to occur as well as the time, day, method (e.g., in-person, SKYPE, telephone) for the three-way conference. Ideally, the three-way conference will occur after all three evaluators (cooperating teacher, university supervisor, and candidate) have time to complete the Final Evaluation form, but this is not a requirement. The three-way conference may occur outside the traditionally scheduled site visit time.

**Step 2:** Once the dates have been established, the preclinical candidate completes the GoogleForm titled, "PC 3 - Final Evaluation Schedule" using this link: [https://goo.gl/forms/VGaddhLLlSKCeYwq2](https://goo.gl/forms/VGaddhLLlSKCeYwq2)

**Step 3:** The evaluation observation occurs. Both the cooperating teacher and university supervisor should be observing the same site visit for the purpose of this evaluation.

**Step 4:** The cooperating teacher, university supervisor, and candidate each complete the midterm evaluation form via GoogleForm using this link: [https://goo.gl/forms/emxnTRxti1kEY68a2](https://goo.gl/forms/emxnTRxti1kEY68a2) This should occur as quickly as possible after the evaluation observation and before the three-way conference. This is a crucial step as it provides the basis for discussion for the three-way conference.

**Step 5:** Once all three evaluators (cooperating teacher, university supervisor, and candidate) have completed the evaluation form in Google, please meet for the three-way conference. This meeting can take place via SKYPE, over the telephone, or in-person. The "Candidate Evaluation and Three-Way Conference Goals." This should be printed off to be completed in the three-way conference. The candidate will use this form to help focus growth efforts for the beginning of their next field experience and submit the form as part of the Final Product assignment.

*All steps in the evaluation process must be completed by the candidate, university supervisor, and cooperating teacher by the end of this time period.*