

Writing the Summary Report

Faculty of Education

York University

At this time of year, you will be working with Teacher Candidates who are just starting, or about to start, their end-of-year practicum blocks. This is a good time to consider the process of writing the **Final Summary Report**.

This document is of key importance as it is the official written record that measures your Teacher Candidate's knowledge and skills against the exit requirements outlined in the Practicum Evaluation Protocol (PEP). It is also the report that is submitted to school boards or other potential employers and used by them to make informed hiring decisions.

Good reports are clear and honest, revealing the unique qualities of your TC. They should be written in paragraph form including specific examples that illustrate the TC's best practice. Consider your TC's participation in the many and varied aspects of school life inside and outside the classroom.

You may find it helpful to review the Practicum Evaluation Protocol exit requirements with your TC as part of the block planning process. It can be a valuable exercise for each of you to independently identify areas of strength and areas for growth. This process can help facilitate open and honest discussion including sharing suggestions for improvement as the block progresses.

Given its importance in the hiring process, the writing of the Final Summary Report can seem like a daunting exercise. Over the years mentor teachers have shared a number of approaches that you might consider.

One suggestion is to have your TC identify key areas of strength that he/she feels should be included in the report. The TC would also need to provide specific examples that could be used to illustrate the point. This information can help you to prepare a draft report.

Another approach is to ask the TC to prepare a first draft of the report. This can be very challenging, but it has the benefit of demanding very honest self-reflection. Be aware of TCs who are very self-critical and help them to recognize, articulate and celebrate their abilities.

In either case, it is valuable to sit with the TC to discuss and revise the report together so that you are both satisfied with its content and tone. There are sample reports on the MTRR site that you might find helpful to read.

If you are struggling with the process in any way, please do not hesitate to contact your York Practicum Facilitator.