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| **Reporting Tips** | **Faculty of Education**  **York University** |

The Interim and Summary reports reflect the development of a TC’s knowledge and skills relative to the Exiting Practicum Requirements as detailed in the Practicum Evaluation Protocol (PEP) <http://mtrr.blog.yorku.ca/files/2011/09/Prac_Eval_Prot-BW3.pdf>

Practicum reports have two purposes. They are submitted to potential employers for hiring purposes AND they are used by TCs to assist them in reflecting on their practice.

It is important to write Practicum Reports that are fair, equitable, clear, factual and informative, including specific examples that describe the TC’s best practice.

Getting Started:

* Meet with your TC prior to writing the report to identify key areas of strength that he/she feels should be included in the report.
* Ask the TC to share specific examples that could be used to illustrate points in the report.

Writing the Report

* Evaluate the TC using the Exiting Requirements in the PEP.
* Use language that is clear and concise.
* Write in descriptive paragraphs using positive qualifiers such as “demonstrates strong skills in…”, where appropriate.
* Choose qualifiers to demonstrate development rather than needs, e.g. TC is beginning to develop strategies to effectively transition students between activities.
* Provide brief examples of good practice on the part of the TC.
* Include references to activities in the school community at large in which the TC participated.
* Create and save your comments in a Word document.
* Cut and paste your comments into the template provided at: <http://mtrr.blog.yorku.ca/mentor-teacher-resources/evaluation-forms/>

Reviewing the Report

* Review the report with your TC.
* Consider comments and feedback received before writing the final report.
* Consult your York Practicum Partner if you have any questions about what to include in or how to word the report.

Submitting the Report

* Provide your TC with a signed copy of the report.
* Produce a signed copy for your York Practicum Partner who will inform you about manner of submission at the end of the placement.