

Writing the Final Practicum Reports

Although many of you are working with Teacher Candidates who have not yet started or have just started their end-of-year practicum blocks, you might find it a good idea to start thinking about writing the final practicum evaluation.

This document is of key importance for many reasons. It is the official written evaluation where the TCs knowledge and skills are measured against the exit requirements outlined in the Practicum Evaluation protocol. A passing grade in this aspect of the program is required for OCT certification. It is also the place where you can communicate the teacher candidate's successes, growth and also to indicate areas for further development. Finally, the report is a communication to Boards or other potential employers that will help them to make informed hiring decisions. Good reports are clear, honest and reveal the unique qualities of your TC.

I often find it valuable to review the PEP exit requirements and to have a discussion with the TC about them as part of the block planning process or early in the block itself. It can be a valuable exercise for each of you to use a highlighter to indicate areas of strength (one colour) and areas for growth (a second colour). After completing this exercise independently, you can share/compare results. This process can help facilitate open and honest discussion and can also allow you to share suggestions and to offer support.

Given its importance, the writing and sharing of the final practicum report can seem like a daunting exercise. Over the years mentor teachers have shared a number of approaches that you might consider.

One approach is to have your TCs identify key areas within each of the 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.

I have also had TCs prepare a first draft of the report. This can be very challenging for TCs but it has the benefit of demanding very honest self-reflection. Beware of the TC that is very self-critical and help them to recognize and articulate his/her strengths. We encourage TCs to provide their students with positive constructive feedback. The final teaching evaluation should do the same.

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 both the content and the tone. There are sample reports on the MTRR site that you might find it helpful to read.

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