Three-Way Meeting Checklist (Meeting #1)

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|  | **Before** | **During** | **After** |
| **Candidate** | 1. Complete Self-Assessment Form 2. Complete Goal-Setting Form 3. Share forms with PS and SP | 1. Conduct a 45-60 min meeting 2. Discuss the candidate’s self-assessment and supervisor baseline assessment 3. Use the candidate’s preliminary goal-setting document to finalize a professional practice goal and implementation plan 4. Sign-off on the CAP Form at the conclusion of the meeting | 1. Share final professional practice goal and implementation plan with practicum seminar instructor |
| **PS and SP** | 1. Complete Baseline Assessments 2. Calibrate Baseline Assessments 3. Review Candidate Forms 4. Prepare to lead the meeting | 1. Act on commitments made in plan |
| **Forms** | Optional:   1. Candidate Self-Assessment Form 2. Candidate Goal-Setting Form 3. Baseline Assessment Form | Required:   1. CAP Form   Optional:   1. Finalized Professional Practice Goal and Implementation Plan Form |  |

Three-Way Meeting Checklist (Meeting #2)

*Occurs approximately halfway through practicum after at least one observation has been conducted.*

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|  | **Before** | **During** | **After** |
| **Candidate** | 1. Share evidence of performance such as measures of student learning, student feedback, and candidate artifacts with PS and SP | 1. Engage in a 30–45-minute meeting to share and discuss the Formative Assessment 2. Revisit the candidate’s professional practice goal and implementation plan and adjust as appropriate (including modifying the goal, increasing support, adding observations, etc.) 3. Sign-off on CAP Form at conclusion of meeting | 1. Share Formative Assessment Form and updated goals and plan with practicum seminar instructor |
| **PS and SP** | 1. Review all available evidence  (including observations, measures of student learning, student feedback, progress on the professional practice goal, and candidate artifacts). 2. Individually assess candidate performance using the CAP Rubric 3. Calibrate Formative Assessment ratings and rationales | 1. Schedule and conduct additional observations 2. Act on commitments made in implementation plan |
| **Forms** | Required:   1. Formative Assessment Form | Required:   1. CAP Form   Optional:   1. Finalized Goal and Implementation Plan Form | Optional:   1. Finalized Goal and Implementation Plan Form |

Three-Way Meeting Checklist (Meeting #3)

*Occurs at the end of practicum after all required observations have been conducted.*

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|  | **Before** | **During** | **After** |
| **Candidate** | 1. Share final evidence of performance including, but not limited to measures of student learning, student feedback, and candidate artifacts with PS and SP | 1. Engage in a 30–45-minute meeting to share and discuss the Summative Assessment 2. Sign-off on CAP Form at conclusion of meeting | 1. Draft a professional practice goal to use during first (or next) year of employment |
| **PS and SP** | 1. Review all available evidence  (including observations, measures of student learning, student feedback, progress on the professional practice goal, and candidate artifacts). 2. Individually assess candidate performance using the CAP Rubric 3. Calibrate Summative Assessment ratings and readiness to teach | 1. Ensure all required CAP documents are complete and retained in candidate files or the CAP Online Platform |
| **Forms** | Required:   1. Summative Assessment Form | Required:   1. Summative Assessment Form 2. CAP Form |  |