



COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

**LAMAR UNIVERSITY**

Department of Educational Leadership

**URGENT: Complete this form with your mentor and submit it to your Portfolium Exit Pathway immediately. You have 10 days from the date of this email to submit this completed and signed form it into the Portfolium Exit Pathway.**

## Post-Observation Report and Documentation

Date:

To: Student Name: << Student First Name >> << Student Last Name >>  
Student Email: << Student Email >>

From: << FS First Name >> << FS Last Name >>  
<< FS Email >>

Re: Post Observation and Documentation  
<<Name of Video>>  
<<Date of Post-Conference>>

Greetings:

Thanks for attending your synchronous post observation conference as required by TAC §228.35. Preparation Program Coursework and/or Training (H). Below, one will find written documentation regarding the observed field experience and other practicum related requirements:

- I. **Feedback** - *based upon the observation:*
- II. **Coaching Statement** - *based upon the observation, communication with the candidate, and communication with the site supervisor as appropriate:*
- III. **Goal** – *developed using student performance and appropriate input from the candidate and site supervisor as appropriate:*
- IV. **Proficiency Statement** – *alignment of standards/competencies observed by the field supervisor and the standards/competencies and skills demonstrated by the candidate:*

Upon completion submit this report into your Exit Pathway

v. 03/2021

<< Student First Name >> << Student Last Name >> has demonstrated proficiency in the competencies and standards assigned to this field experience, <<Name of Video>>, and prescribed in the guidelines and noted in the textbox below.

**Alignment of Standards/Competencies and Demonstrated Skills**

**Making Shared Decisions- Master Schedule**

TAC §241.55 (f) (3, 5, 10, 11); TAC §241.55 (g)(5)

Competency 009: Descriptive Statement C: Allocates resources effectively (e.g., staff time, master schedule, dollars, and tools), aligning them with school objectives and goals, and works to access additional resources needed to support learning.

Competency 010: Descriptive Statement F: Facilitates the effective coordination of campus curricular, cocurricular, and extracurricular programs in relation to other school district programs to fulfill the academic, developmental, social, and cultural needs of students.

**Manages Group Processes**

TAC §241.55 (b) (1,7); TAC §241.55 (d) (5,7,8)

Competency 005 Descriptive Statement D: Facilitates a continuum of effective professional development activities that includes appropriate content, process, context, allocation of time, funding, and other needed resources.

Competency 006 Descriptive Statement B: Facilitates collaborative structures that support professional learning communities in reviewing data, processes, and policies in order to improve teaching and learning in the school.

**Leading in the Realization of the Vision**

TAC §241.55 (b) (3,5,13); TAC §241.55 (e) (11)

Competency 001: Descriptive Statement B: Uses emerging issues, recent research, knowledge of systems (e.g., school improvement process, strategic planning, etc.), and various types of data (e.g., demographic, perceptive, student learning, and processes) to collaboratively develop a shared campus vision and a plan for implementing the vision.

Competency 001: Descriptive Statement C: Facilitates the collaborative development of a plan that clearly articulates objectives and strategies for implementing a campus vision.

**V. Informal Communication with site supervisor**

**VI. Communication Log**

Pre-Conference: << Date of Pre-Conference >>

Post Conference: << Date of Post Conference >>

Other: Initial Contact: << Date of Initial Contact>> (In EDLD 5311 only)

*Review of Informal Communication:*

- From Student to Field Supervisor

**Upon completion submit this report into your Exit Pathway**

**v. 03/2021**

- Digital Abstract and Data Report (DADR): << Date of Post Conference >>
- Other –
- From Site Supervisor to Field Supervisor
  - Practicum Progress Report: <<Date of Post Conference>>
  - Other –
- From Field Supervisor to Site Supervisor
  - Field Experience Update: <<Date of Mail Merge>>
  - Other –

## VII. Certification Endorsement/Recommendation

Based upon the observation of this candidate, and subsequent post observation conference, << Field Supervisor Assigned >>, has endorsed the certification of << Student First Name >> << Student Last Name>>. (Lamar University Field Supervisors require that the candidate receive three endorsements to secure the final Field Supervisor Recommendation for Certification).

Other Actions:

## VIII. Field Supervisor Documentation Section

This document reflects my decisions, recommendations, and actions.

\_\_\_\_\_  
Field Supervisor Signature

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## Student Information & Site Supervisor Documentation Section:

### Student

Type all information under ***Student***.

Have your mentor complete all areas listed under ***Campus Mentor*** and sign and date in the space provided at the bottom of this form (***NOTE:*** no typed or e-signatures accepted).

### Student

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student area of content or certification: \_\_\_\_\_

Student estimation of Practicum hours completed: \_\_\_\_\_

Student campus name: \_\_\_\_\_

Student district name of student Practicum: \_\_\_\_\_

My signature below documents receipt of this report, and if seeking Texas certification, verifies I am conducting all practicum requirements on a TEA approved campus under the supervision of a TEA qualified mentor.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(No typed signatures accepted)*

### Site Supervisor

Indicate below by initialing the box, if student is making progress on the required 260 hour of Practicum activities on your campus:

☐ Student is making adequate progress on program required Practicum.

☐ Student is *NOT* making adequate progress on program required Practicum.

Please include any recommendations below regarding student's knowledge, skills, mindsets, and/or goals that can support initiatives or school improvements on your campus:

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### Post-Observation Conference Report: Receipt of Documentation

My signature below documents receipt of this report.

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(No typed signatures accepted)*

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