# CLINICAL GUIDELINES

# 2020-2021



MARTIN LUTHER COLLEGE NEW ULM, MINNESOTA



# **PREFACE**

This handbook is dedicated to the students who attend public schools and to those Martin Luther College clinical students who have the privilege of being a part of educating these students cognitively, socially, emotionally, and physically.

This handbook is intended to assist in coordinating the efforts of all persons working with Martin Luther College's clinical experiences. The information it contains is directed toward helping to make the clinical experience an important piece of the training of competent teachers who will be ready to someday fulfill the mission of Martin Luther College.

Because the public school clinical experience is very important, the clinical student has a great responsibility to be conscientious in all aspects of this work. The cooperating teacher also undertakes a serious responsibility by providing guidance and assistance to help the teacher candidate develop abilities to become a capable teacher. Full cooperation between the teacher candidates and cooperating teacher is of utmost importance to achieve a positive student teaching experience.

The policies and procedures of the clinical experience constitute the majority of the handbook. This comprehensive framework is an important component of a full, complete clinical experience in our local public schools. Your fellow colleagues at Martin Luther College recognize the major task which rests on you as clinical students and cooperating teachers. To the end that our combined efforts may serve to accomplish the objectives of the clinical experience, we pledge our cooperation with you and we express our willingness to help you in every possible way as you carry out your respective responsibilities.

As we work together may we all be blessed-clinical students, cooperating teachers, students, college supervisors, and administrators, during the school year.

Thank you, and I look forward to working with all of you during our time together!

Dr. lindy Whaley

# **Clinical Experience Dates for 2020 – 2021**

#### Semester One

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Tuesdays – September 15 – November 24
Thursdays – September 17 – November 19
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#### Semester Two

Tuesdays – January 26 – May 4

Exceptions: MLC is not in session March 2 and 9 (Spring Break).

Thursdays – January 21 – May 6

Exceptions: MLC is not in session March 4, 11 (Spring Break), & April 1 (Easter Break).

## **Purpose**

The goal of Clinical is to provide MLC Education students preservice opportunities in working with students in a variety of classroom settings. Clinical is among the following required field experiences:

- 1. Individual Field Experience (IFE) Hours service learning opportunities working with children and adults
- 2. Early Field Experience (EFE I, EFE II, and EFE III) 3 one-week-long classroom experiences in a variety of education settings
- 3. Clinical a semester-long experience of one day a week, taken concurrently with a discipline methods course, and usually completed in Year 3 or 4, prior to student teaching
- 4. Student Teaching II a full-time, six-week professional experience in elementary, middle, or secondary level classrooms of public schools
- 5. Student Teaching I a full-time, ten-week professional experience in elementary or secondary level classrooms of Lutheran schools

#### **Clinical Placement Determination**

Clinical placements are determined as follows:

- 1. To be eligible for a Minnesota K-6 license, the teacher candidate must complete experiences in primary (K-2) and intermediate (3-6) level classrooms, with the middle level (7-8) being optional. The candidate who desires an endorsement *must* teach in grade 7 or 8 in the discipline area of the endorsement.
- 2. To be eligible for a Minnesota 5-12 license, the teacher candidate must complete experiences middle (5-8) and high school (9-12) level classrooms.
- 3. To be eligible for a Minnesota K-12 license for Classroom Music (Instrumental and/or Vocal), Physical Education, or Spanish, the candidate must complete experiences in elementary (K-6), middle (5-8), and high school (9-12) level classrooms.
- 4. To be eligible for a Minnesota K-12 Special Education: ABS license, the candidate must complete experiences in elementary (K-4), middle (5-8), and high school (9-12) level classrooms.

These experiences are comprised of those that come from EFE III, Clinical, Student Teaching I, and Student Teaching II. The candidate is placed according to his or her program major (Chemistry, Communication Arts and Literature, Elementary Education, Life Science, Mathematics, Instrumental Music, Vocal Music, Physical Education, Physics, Social Studies, Special Education and World Languages and Cultures: Spanish).

# **Student Eligibility**

Students are eligible to participate in a clinical when they have met all program prerequisites, have been screened by the faculty, and are retained in the education program.

In addition, completion of a satisfactory background check is required for working with children. Each student must authorize the background check and give permission to release the results to MLC. The Director of Field Experiences produces a letter of good standing for each student working in those partner schools requiring verification of background screening. Some schools require a copy of the background check in which case students will be responsible for providing the school a copy.

# **MLC Expectations of Clinical Students**

#### A. Attendance

- 1. The MLC clinical student should follow the MLC calendar, being present at the school all day each scheduled day of the experience.
- 2. When a clinical student is ill and unable to go to school, the candidate should text or phone the cooperating teacher as soon as possible. In addition, the absence should be logged in the MLC Portal (Attendance>Schedule Field Exp. Absence). When the absence is submitted, an email notification is sent to the cooperating teacher, school administrator, and college supervisor.
- 3. When a clinical student needs to be excused for athletics, a medical appointment, funeral, etc., the candidate should request an excused absence in advance of the day. The request is made through the Portal (Attendance > Schedule Field Exp Absence). When the request is approved, an email notification is sent to the cooperating teacher, school administrator, and the candidate.
- 4. The Director of Field Experiences is responsible for determining the length and amount of make-up days when absences exceed two times.
- 5. In the event of a snow day or in-service day (that the clinical student is not expected to attend), the candidate should log into the Portal and report the event under "School Closed." The absence does not count toward the maximum allowed.
- 6. The clinical student will not be excused from clinical in order to take professional exams.
- 7. Unexcused absences will be reported to MLC (see p. 11 for contact information) by school district personnel.
- 8. On questionable weather days a student should check television and radio stations or school websites for information regarding cancellations and late starts. The MLC clinical student is expected to go to school in the event of a late start.

#### B. Dress/Conduct

The MLC clinical student is expected to dress and work professionally in the building. The student should inquire about teacher dress code policies in the building. The student should adhere to the Code of Ethics for Minnesota Teachers (see following – Part F). Cooperating teachers should not hesitate to contact MLC representatives regarding any concerns about the dress or conduct of any MLC student in the building.

#### C. Arrival

Students should email their cooperating teachers for school start times and classroom requirements. Students are not to decide their own start times.

# D. Dismissal

The MLC clinical student should remain after school in order to receive feedback on the day from the cooperating teacher and to plan experiences for the next school day. Teacher dismissal times vary from building to building. Clinical students have been advised to inform employers that they may not be available until after 4:30 p.m.

## E. Transportation

The MLC clinical student is responsible for transportation *to* and *from* clinical. Consequently, clinical students are encouraged to have a vehicle during the clinical term. The college does not cover the cost of transportation. Arrangements may be possible in which students share rides and cost of travel with others going to the same school. However, in making placement decisions, the Field Experiences Office will not consider the individual transportation needs of clinical students.

#### F. 8710.2100 Code of Ethics for Minnesota Teachers

#### Subpart 1. Scope.

Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation. This code shall apply to all persons licensed according to rules established by the Board of Teaching.

#### Subpart. 2. Standards of professional conduct.

The standards of professional conduct are as follows:

- a. A teacher shall provide professional education services in a nondiscriminatory manner.
- b. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- c. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- d. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- e. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- f. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- g. A teacher shall not deliberately suppress or distort subject matter.
- h. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- i. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- j. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

#### **Student Identification**

The MLC clinical student should display his or her MLC student identification card in the provided badge holder each day while participating in the experience.

#### **Lunch Procedures**

Each student on an MLC meal plan may make a sack lunch from the MLC cafeteria. Lunch items are available for making and packing by 6:00 a.m. MLC students should not leave their clinical setting during the school day to purchase lunch.

# Personal Communication and Use of Social Media

Do not use cell phones and computers for personal use during the school day. When emergencies arise requiring their need, ask for permission of the classroom teacher, and seek his/her advice on how best to handle emergency communication inside the classroom.

Clinical students are not to use social media to contact students or post photos of them. While local school policies may allow these things, MLC wants to be proactive in helping MLC students avoid a potential problem area. Communicating with students via social media or posting photos of them may result in dismissal from the clinical experience.

*Immediately* go to any social media sites you manage (Facebook, Instagram, Twitter, etc.) and clean up photos and other content that might be offensive to viewers. Change your privacy settings so that only people you absolutely want to visit can find you. Remove any photos that show you in a swimsuit, drinking alcohol, acting silly, or represent you in any less-than-professional way. Remove any posts that use off-color language or inappropriate humor. Check your "likes" to make sure that anything you've liked in the past is something that a Christian role model actually should like. One of the first things some cooperating teachers will do is an Internet search for your name.

In the future, use good judgment about what you post and whom you "friend" and allow to see your posts. Don't pour your heart out in a status update that reflects your latest mood. Don't *ever* make negative comments about your school and the people involved. Remember, it's easy to post something and then forget who sees it. Discernment and good judgment are the marks of good character.

#### Field Trips

The MLC student should plan to attend and assist as a chaperone on any class field trip that begins and concludes during the regular school day hours. He or she has the option to attend a field trip that takes place outside the regular school day schedule. In cases in which the MLC student does not attend a field trip, arrangements will be made for him or her to observe in another classroom.

#### **Cooperating Teacher Honorarium**

As a token of appreciation for the willingness of a cooperating teacher to partner with MLC in the training of preservice teachers, an honorarium for serving as a supervisor of MLC clinical students is provided for each student with whom they work.

MLC is very thankful for the willingness of cooperating teachers to open their classrooms to MLC students and for providing classroom experiences and guidance in developing skills in teaching and leading students.

#### **Sexual Harassment**

MLC adheres to all guidelines regarding sexual harassment in the work place. A clinical student who feels an incident of sexual harassment has occurred should first report the incident to the

cooperating teacher. If satisfactory resolution of the incident is not obtained, the clinical student should then report the occurrence to the college supervisor. If necessary, the college supervisor will report the incident to the Director of Field Experiences.

Likewise, participating school personnel should report any incident of sexual harassment on the part of a clinical student to the cooperating teacher and then to the college supervisor of the clinical student. If further resolution of the incident is warranted, the college supervisor will report the incident to the Director of Field Experiences.

#### PROGRAM SPECIFICS FOR CLINICAL

# **Communication with the Clinical Cooperating Teacher**

Each clinical student's roster contains the email address and/or school phone information of his or her cooperating teacher. The student is encouraged to initiate communication with the classroom supervisor in advance of the experience, setting a tone that shows he or she wants to make the most of the experience. The student should introduce him or herself and ask for a time to meet on the first day to share goals for the experience, to discuss the reflection journal, and to ask questions related to teaching and classroom procedures. Each student has been advised that the key to a good experience is the attitude he or she communicates.

Ample time each day should be scheduled for conferencing to reflect on the day's experiences and to plan for future experiences. Comments and suggestions are important to the growth of the preservice teacher.

Cooperating teachers are provided a copy of the clinical student's personal information, including the email address of the student. Cooperating teachers should feel welcome to correspond via that address during the experience.

An MLC college supervisor will make a minimum of one face-to-face visit with the cooperating teacher to gain feedback on the progress of the clinical student and to discuss any concerns they have about the clinical experience. Comments or concerns shared by the cooperating teacher will be shared and discussed with the clinical student by MLC personnel. Emails are ongoing, as needed, to check on progress.

The college phone numbers and email addresses of all MLC personnel involved in the Clinical Experience program are included in the Appendix of this packet. MLC personnel are available by phone or email for comments or concerns about the experience.

#### **Classroom Experiences**

Clinical students are advised that central to their having a good experience is their eagerness to become actively engaged in classroom experiences. The clinical student should be an extra set of hands in helping the students in their learning and should frequently ask how he or she can become involved.

The clinical student is expected to do the following during the experience:

- 1. Be a willing helper in any way to assist the cooperating teacher
- 2. Observe classroom procedures, lesson structure, and student behaviors
- 3. Help individual students with their work *Search out students who need help!*
- 4. Tutor students in specific subject areas
- 5. Teach small group lessons
- 6. Team teach lessons with the cooperating teacher

7. Teach whole group lessons (a minimum of 4 detailed lessons)

## **Building Up to Whole Group Teaching Over the Semester**

Early experiences should include several opportunities for small group and team teaching of lessons under the direction of the cooperating teacher. As the clinical student gains experience, he or she should be able to plan lessons independently under the guidance of the cooperating teacher. With the help of the cooperating teacher the clinical student will become involved in teaching according to the needs of the cooperating teacher and the needs of the children in the classroom.

The cooperating teacher and clinical student will develop a schedule for teaching that includes a minimum of four large group lessons in which written lesson plans are required. The cooperating teacher will sign and date the four required lesson plans after they have been taught, and then the clinical student will return the lesson plans to the appropriate methods professor. The methods professor will check and return the lesson plans to the clinical student by the end of the semester. The cooperating teacher and clinical student will work together to build a teaching schedule that allows for the possibility of teaching more than the minimum requirement.

#### **Written Lesson Planning**

The clinical student is expected to submit in writing via email attachment four large group lesson plans to the cooperating teacher in advance of teaching. For the sake of professionalism, it is recommended to please send the plans two days in advance of the clinical student's teaching of those lessons. The cooperating teacher is asked to advise on the content and procedures for carrying out the lessons assigned. A lesson plan template is included in these guidelines in the Appendix. Cooperating teachers should expect lesson plans to contain the following sections:

- Standards
- Stated objective(s) for the lesson
- Review of the previous lesson
- A statement of the new lesson's purpose
- Differentiated instructional strategies
- An outline of topics, statements, and procedures for the new lesson
- Summary/Closure
- Assignment

#### **Connecting the Clinical to Methods Courses**

The MLC clinical student is expected to write weekly reflections in his or her MLC reflection journal using a list of topics provided by the MLC college professor. The student is also expected to share with the cooperating teacher the process by which journaling takes place.

Cooperating teachers will read and sign several of the weekly reflections throughout the term. The college supervisor and student peers will also read the entries.

#### STUDENT EVALUATION

# **Clinical Student Evaluation**

The clinical experience is evaluated with a Pass (P) or No Pass (NP) rating. A student must receive a Pass rating in the clinical to be eligible for graduation and candidacy for teaching. The rating is derived jointly between the student's college supervisor and cooperating teacher.

The student will be made aware of his or her progress by the college supervisor in a face-to-face visit shortly after the visit between the college supervisor and cooperating teacher. A formative

assessment which includes a list of skills and dispositions is completed by the cooperating teacher in preparation for the visit (See example of online Formative Assessment in the Appendix.)

The cooperating teacher will evaluate the student's overall development as a teaching candidate by rating the student on several summary statements on the MN Standards of Effective Practice (SEPs) at the end of the experience. In addition, the cooperating teacher is requested to write narrative comments related to the student's development as a candidate for teaching. (See example of online SEP Clinical Assessment in the Appendix.)

Clinical experience information related to each student's personal, teaching, and classroom management traits will be made available by the college supervisor to the MLC Director of Field Experiences as helpful information in developing the student's teaching candidate biography.

# No Pass in Literacy Clinical or Language Arts Block

If a student fails the clinical or fails to complete the clinical, both of which would result in an NP, and the student successfully completes the three professional education courses in the language arts block, the student must repeat only the clinical. In such a case there would be an automatic review by the Teacher Education Committee of the student's eligibility for continuing in the professional education program.

If a student fails two or three professional education courses in the block and receives grades of F, the student must retake the failed courses and retake the clinical, regardless of his or her grade in the clinical.

If a student fails only one of the professional education courses in the block and receives a P in the clinical, the student does not have to retake the clinical.

## No Pass in Secondary Clinical or Professional Education Block

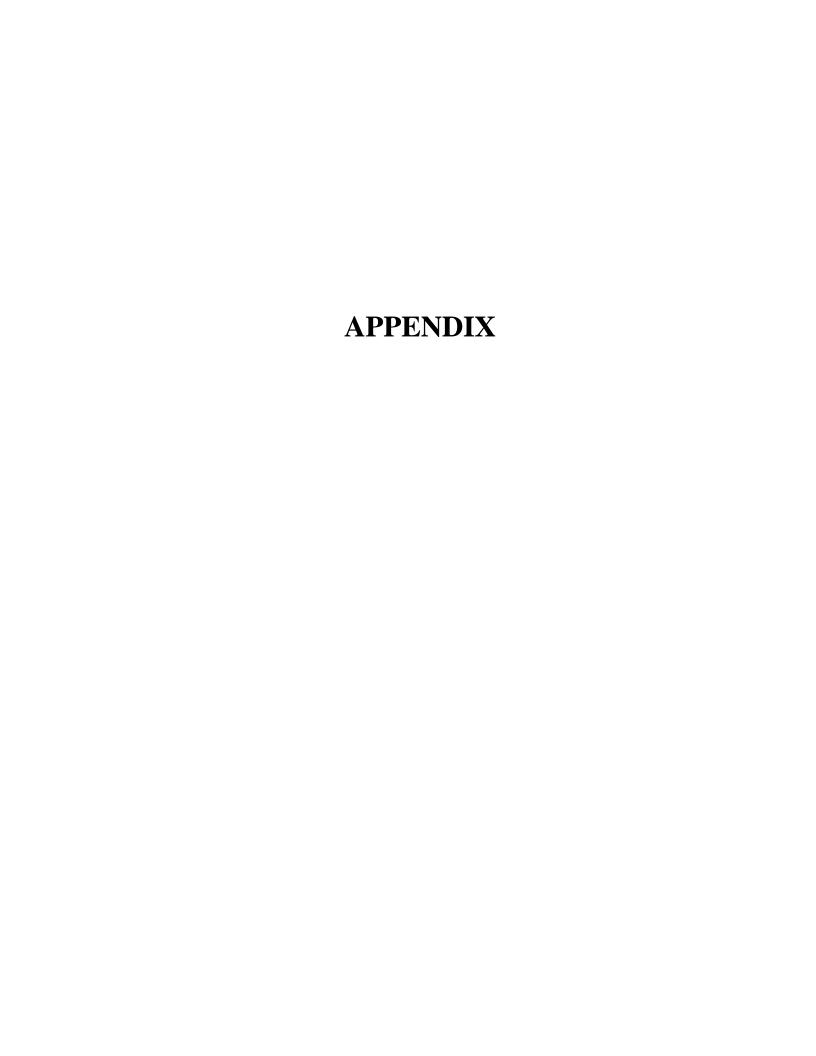
If a student fails the clinical or fails to complete the clinical, both of which would result in an NP, and the student successfully completes the methods course in the professional education block, the student must repeat only the clinical. In such a case there would be an automatic review by the Teacher Education Committee of the student's eligibility for continuing in the professional education program.

If a student fails the methods course in the block and receives a grade of F, the student must retake the failed course and retake the clinical, regardless of his or her grade in the clinical.

# Dismissal from the Clinical Experience

Not adhering to the guidelines outlined in this manual and/or unprofessional conduct are grounds for dismissal from the clinical experience at any time. In such a circumstance, when the college supervisor and cooperating teacher agree that dismissal is deemed appropriate, the MLC clinical student will be informed orally and in writing of their decision. A recommendation will also be made by the college supervisor and cooperating teacher whether a second clinical term should be granted to the student. If granted, the time of placement for the second term will be at the discretion of the MLC Director of Field Experiences.

In the case of dismissal from the clinical experience, the student may complete his or her other semester coursework. An appeal of a recommendation to deny a second term for this experience may be made in writing to the Vice President for Academics.



# MARTIN LUTHER COLLEGE PERSONNEL AND CONTACT NUMBERS FOR THE CLINICAL EXPERIENCE

Dr. Cindy Whaley, Public School Placement (507) 566-9156 Ext 347 Coordinator and Clinical Supervisor Cell: (507) 217-0704

whaleyce@mlc-wels.edu

Prof. Paul Tess, Director of Field Experiences (507) 566-9156 Ext 287 and Clinical Supervisor Cell: (507) 217-9719

tesspa@mlc-wels.edu

Mrs. Katie Christensen, Administrative Assistant (507) 566-9156 Ext 204

christks@mlc-wels.edu

# **Clinical Lesson Plan Template**

Teacher:		Subject	/Grade:		Date:	Time:	
1000101		zasjeva	0144001		Z w.c.	1111141	
Lesson Topic/7	Γitle:						
	Big ideas/E	ssential que	estions will en	icompass ma	e or question in the clany lessons, an entire use not theme titles.)		
measurable verbs –	be sure to	connect wr	itten objective	es to assessm	omotor skills, and/or a tent tools. Objectives in the perspective of th	may be writt	en in a traditional
Objective					Assessments		Formative/Summative
_							
<u> </u>							
Standards: (Ref Reference Nun			Deer and text of MN Standards or other content-related standards)  Text of standard				
		-					
		-					
Materials and I			led for Inst	truction:			
1. Text pages:	Manua	l pages:	-				
2. Resources:	Teache	er:	-				
	Studen	t:	-				
Special preparat	ion that 1	needs to b	oe complete	ed in advar	nce (set-up, hando	uts, etc.):	
-							
	s, (b) stren	gths, (c) co	mmunication,		udents who may bene r, (e) academic perfor		
- -							
-							
The plan for eac	h studen	t should i	nclude one	or more o	f the following:		
Environment: (				-	r une rome (ting)		
Content: (changes in what is taught)			-				
	Process: (changes in how it is taught) -						
Product: (variety in student products):				1			

	<b>nic Language:</b> (What oral or written language will teacher and/or students need to understand and/or be se successfully in connection with the lesson?)			
	tional Procedures: (Insert specific plans here, making provisions for the following) Review (as needed, make connections from a previous lesson) -			
В.	Developing Background (ask yourself how students will connect the lesson to their own experiences) -			
C.	Transitional Statement (include stated objectives) -			
D.	Developing the New Lesson (introduce and practice new content)			
Е.	Summary (ask about/restate objectives)			
F.	Assessment (relate formative and summative tasks to lesson objectives) -			
Lesson Reflection: (Completed by the teacher after the lesson has been taught)				
1. In wh	nat ways was the lesson effective?			
2. How	would you change this lesson if teaching it again?			

3. What students may need extra help? What type of help may be needed?

# Clinical - Formative Assessment Visit

ntroduction	
Student	Date
	2015-10-02
Teacher	School
Grades 0 4	0 7 0 10
○ Kindergarten ○ 5	0 8 0 11
O 1 O 6	<b>O</b> 9
03	
Rate each skill, disposition, or core competency as demons	strated by the MLC candidate.
Skills	
Delivers a whole group lesson	
no developing yes	
Helps individual students	
no developing yes	
Manages educational setting  ☐ no ☐ developing ☐ yes	
3 no 3 developing 3 yes	
Understands concepts being taught	
ono developing yes	
Users classroom routines	
no developing yes	
Works with small groups	
no developing yes	
Writes a whole group lesson plan	
no developing yes	
S no S sorting S you	
Dispositions	
7.0500.00110	
Communicative	
on odeveloping yes	
Enthusiastic	
no developing yes	
Open to feedback and suggestions	
no developing yes	
Professional	
no developing yes	
Punctual	
□ no □ developing □ yes	

	Rapport with students  no developing yes				
Rapport with supervisor  no developing yes					
	Shows initiative  no developing	O yes			
С	ore Competencies				
	Capable				
	no developing	O yes			
	Caring  no developing	O yes			
	Collaborative	<u> </u>			
	no developing	O yes			
	Creative				
	no developing	O yes			
G	eneral				
	Comment on specific streng	gths:			
	Comment on specific areas	in which to grow:			
Has the candidate missed any scheduled days?					
☐ Yes ☐ No					
Have you read the candidate's reflection journal entries?					
☐ Yes ☐ No					
How many detailed lesson plans has the candidate written to date?					
	When do you conference w	ith the candidate?	How long are your conferences?		

# MN Standards of Effective Practice Clinical Assessment

Introduction					
Student		Date			
		2020-07-15			
Teacher		School			
Grades and Ages	☐ Kindergarten	0 7			
3 year olds	O 1	0 8			
4 year olds	<b>O</b> 2	<b>O</b> 9			
5 year olds	<b>O</b> 3	<b>O</b> 10			
	<b>O</b> 4	<b>1</b> 1			
	<b>○</b> 5 <b>○</b> 6	<b>O</b> 12			
Demographics					
Please indicate the total number of stu	idents that you teach.				
Please indicate the number of students	s in your classroom in each racial/ethnic cate	gory. Choose only one category per student. If none in a category, enter "0."			
American Indian		Percent			
Asian		Percent			
Black		Percent			
Hawaiian/Pacific Islands		Percent			
Hispanic/Latino		Percent			
White		Percent			
Two or more races		Percent			
Other		Percent			
The total number of cross-cultural stud	dents in your classroom will appear below.				
Total Cross-Cultural Students		Percent			
0					
Please indicate the number of students	s with exceptionalities in your classroom. If no	one, enter "0."			

**O** 3

0 4

0 5

**O** 1

**O** 2

# MN Standards of Effective Practice Clinical Assessment

6. used teaching procedures that promote students' motivation.				note students' motivation.	Comment:	
<b>O</b> 1	<b>O</b> 2	<b>O</b> 3	O 4	<b>O</b> 5		
7 haland attidants agrees in inquire, and discourse.				and discovery	Comment:	
7. helped students engage in inquiry and discovery.				•	Comment.	
O 1	<b>O</b> 2	<b>O</b> 3	O 4	O 5		
8. used	appropria	te teachin	g skills.		Comment:	
O 1	<b>O</b> 2	<b>O</b> 3	<b>O</b> 4	<b>O</b> 5		
9. obse	rved stude	ent assess	ment data	•	Comment:	
O 1	<b>O</b> 2	<b>O</b> 3	O 4	<b>O</b> 5		
40				4k - 4	Occurrent	
student		aming env	/ironment	that enabled cooperation and respect for other	Comment:	
<b>O</b> 1	0.	<b>O</b> 3	<b>O</b> 4	O 5		
•	<b>O</b> -	O °	<b>.</b>	3		
•		•		hat are appropriate for students of varying	Comment:	
abilities, learning styles, and types of intelligence.			• •	<u> </u>		
O 1	<b>O</b> 2	<b>O</b> 3	O 4	O 5		
12. used assessment techniques appropriate to content and students.				ropriate to content and students.	Comment:	
<b>O</b> 1	<b>O</b> 2	<b>O</b> 3	O 4	<b>O</b> 5		
13. identified levels of readiness and development.				development.	Comment:	
<b>O</b> 1	<b>O</b> 2	<b>O</b> 3	<b>O</b> 4	<b>O</b> 5		
14. evidenced a belief that all students can learn and succeed.  Comment:						
14. evidenced a belief that all students can learn and succeed.					Comment:	
O 1	<b>O</b> 2	<b>O</b> 3	<b>O</b> 4	<b>O</b> 5		
Briefly o	Briefly describe the MLC student's ability for teaching. For example, indicate strengths and weaknesses, along with any additional comments you feel would be helpful.					