

WPI-NSF PIEE Fellow Evaluation

General Information:

Fellow: _____ Date: _____

Evaluator: _____ Teacher Faculty

Evaluation Period: mid-August mid-November mid-February

Notes:

1. Evaluation of a fellow by a teacher and grade level faculty will be discussed with each fellow and the fellow will have an opportunity to comment on it. Refer to section on last page.
2. Independent evaluations and discussions will be carried out by the teacher and faculty member. The faculty member to carry out the discussion with the fellow will be the one associated with the grade level of the fellow. Refer to section on last page.

Evaluation Objectives:

The objectives of this evaluation are as follows:

1. To provide the fellows feedback throughout the year of their fellowship.
2. The three evaluations, i.e., mid-August, mid-November and mid-February, will be used to determine if a fellow will be invited to return next year.

Rating Scale:

The following scale guide is being provided to assist you in assigning the most appropriate measurement of the fellows' performance.

<i>Scale¹</i>	<i>Expectations</i>	<i>Explanation</i>
5	Superior	Excels uniformly in <i>all</i> of the indicators in this category.
4	Exceeds	Demonstrates <i>consistently above average</i> performance of <i>all</i> of the indicators in this category and excels in a <i>few</i> .
3	Meets	Demonstrates <i>consistent</i> performance of <i>all</i> of the indicators in this category.
2 ²	Needs Improvement	Demonstrates <i>inconsistent</i> performance of <i>some</i> of the indicators in this category.
1 ²	Unsatisfactory	Demonstrates <i>inconsistent</i> performance of <i>all</i> of the indicators in this category.
NF	-	Not able to provide any feedback in this category.

¹Only use this scale for evaluation, e.g., do not use a 3.5, 4.5, etc.

²A rating of 2 or 1 requires comments.

Evaluation Criteria:

In the 'Rating' column place an X in the appropriate box. A comment is required in the 'Optional Comments' column for a rating of 1 or 2.

To be Completed by Teachers and Faculty							
<i>Attributes</i>	<i>Rating</i>						<i>Optional Comments</i> (Required for a rating of 1 or 2.)
	5	4	3	2	1	NF	
<i>Job Knowledge.</i> Understands major phases of work, subject matter, and procedures.							
<i>Adaptability.</i> Able to accept change and adapt to a variety of assignments. Adapts to changing priorities and demands. Resourceful.							
<i>Quality of Work.</i> Thorough, accurate; adheres to instructions, policies, organization; and neat.							
<i>Quantity of Work.</i> Completes adequate volume of work.							
<i>Communication.</i> Communicates effectively with teachers, fellows, faculty and others. Expresses self clearly. Listens carefully to requests and seeks clarification to ensure understanding.							
<i>Attitude and Professionalism.</i> Performs work enthusiastically and willingly. Displays professional commitment and attitude when representing the university.							
<i>Dependability and Reliability.</i> Displays good work habits, adheres to meeting time schedules, teacher needs and follow-up. Able to get things done, conscientious.							
<i>Teamwork and Cooperation.</i> Works with others in harmony. Shares information and resources with others to promote positive and collaborative work relationship.							
<i>Judgment.</i> Analyzes problems and selects appropriate course of action. Makes logical and sound decisions. Objective.							

<i>Initiative.</i> Starts tasks/projects on his/her own, makes proposals without prompting, seeks guidance when and only when necessary, follows through and completes tasks once started with minimal supervision.							
<i>Planning.</i> Recognizes need for planning, identifies resources required, and establishes schedules. Demonstrates the ability to manage several responsibilities simultaneously and complete tasks.							
<i>Overall.</i> Consider all attributes in this section.							

To be Completed by Teachers Only

<i>Attributes</i>	<i>Rating</i>						<i>Optional Comments</i> (Required for a rating of 1 or 2.)
	5	4	3	2	1	NF	
<i>Demonstrates Enthusiasm in the Classroom</i>							
<i>Exhibits Good Rapport and Communication with Students</i>							
<i>Promotes Positive Environment</i>							
<i>Uses appropriate Materials for Grade Level</i>							
<i>Plans and Revises Lessons</i>							
<i>Makes Efficient and Effective Use of Time</i>							
<i>Uses Variety of Materials/Resources</i>							
<i>Uses Variety in Methods</i>							
<i>Incorporates Massachusetts Frameworks</i>							
<i>Maintains Learning Climate</i>							
<i>Gives Directions Skillfully</i>							
<i>Accommodates Different Learning Styles</i>							
<i>Shows Skill in Student Assessment</i>							
<i>Uses Feedback to Monitor/Adjust Instruction</i>							
<i>Overall.</i> Consider all Attributes in this section.							

Fellow Section (To Be Completed by Fellow Only):

1. I agree with the evaluation_____. I do not agree with the evaluation_____.
Comments:

2. What are your performance improvement goals for the next review period?

Teacher Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

This evaluation has been discussed with me and I have been offered the opportunity to comment on it.

I have handed in my journal to the PI for review.

Fellow Signature: _____ Date: _____