

EDIMS INSTRUCTIONS

FOR ALT CERT PROGRAMS

Including (Teaching Fellows, TFA, Teacher U, TOP, Urban Residency)

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LOGGING-IN

1. GO TO:
<http://www.hunter.cuny.edu/edims>
2. Enter your Student ID (Social Security Number)
3. Click Submit

ENTERING EXPERIENCE

1. Click link for Experience Submission Form

2. Click on the link for your course code

3. Select your experience type as Practicum in Teaching

4. Complete the Student Experience Input Form, **only once**, at end of semester—**NOT** for each placement.

- a. Experience Setting: Select your site setting from the drop-down menu
- b. Time Measure: Select "DAY"
- c. Experience Quantity: Enter total number of DAYS that intend to complete by the end of this experience

COMPLETING SELF EVALUATION AT THE END OF THE SEMESTER

Complete form **only once**, at end of semester—**NOT** for each placement.

1. On Main Menu, click link for Student/Candidate Self Evaluation Report

On the Experience Report (or Student/Candidate Self Eval Report)

2. Find the entry for your current experience

3. For that row click on links for **TWO FORMS**

- 1st. Eval by Stdnt Tchr/Pract Cand link on the right side of the screen and
- 2nd. Subject Specific Evaluation

4. Respond to the questions about your experience by selecting answers from the drop-down menu

5. At the end of the survey, enter your comments

6. Click submit to lock your entry

NOTE: You will NOT be able to change your responses, after you click submit

7. You will receive a confirmation of your submission (See below)

8. Confirmation of submission

HUNTER
EdIMS (Education Information Management System)

School of Education
Departments
NCATE
Help

Experience Submission Form

Student/Candidate Self Evaluation Report

Evaluation of Cooperating Teacher by the Student Teacher

Evaluation of Field Site by the Student Teacher

Help

Log Off

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Term	Crs Code	Course	Site	Experience Qty	Experience Type	Prog Level	Update	Delete	Guideline	Evaluation Forms
Fall 2009/Winter 2010	9999	ABC 100.00	Test 123	48 Day(s)	Student Teaching	TESOL PreK-6	Update	Delete	Guideline	Eval by Stdnt Tchr/Pract Cand and Subject Specific Eval

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STUDENT TEACHER/PRACTICUM EVALUATION SUMMARY
By the Student Teacher/Practicum Student

Instructions:
For each of the School of Education's Core Dimensions, rate your overall performance in your student teaching/practicum clinical experience by using the following scale: (1) not acceptable, (2) developing, (3) proficient, (4) exemplary. EXEMPLARY is for performance that exceeds the expectations defined in the course's student teaching/practicum observation rubric for best practices in teaching; PROFICIENT is for performance that meets the expectations; DEVELOPING is for performance that is approaching the expectations; NOT ACCEPTABLE is for performance that does not meet the expectations. After rating your performance, provide background information about your observation visits and record additional comments.

Candidate's Name	Athena @	Rater	Athena @
Hunter College Clinical Faculty (Supervisor):	Michael Instructor, Teacher Testperson	Date	11/09/2007
Site Based Clinical Faculty-Cooperating Teacher/Supervisor		School Agency	PS 101 - ANDREW DRAPER (K-6)
Subject Area/Program:	Not Available		

1. Knowledge of Learners

1a. Used language appropriate to developmental and skill level	Select one
1b. Presented content appropriate to developmental and skill level	Select one
1c. Challenged students to think and/or develop skills at a more advanced level	Select one

9. Observation Information

9a. Observation visits made by college supervisor	Select one
9b. Post-observation conferences between candidate & college supervisor	Select one

Provide further explanation about your strengths and/or weaknesses as related to a) the dimensions evaluated in this form and/or b) your certification area (i.e., subject and grade level). (Maximum 2500 characters)

Comments

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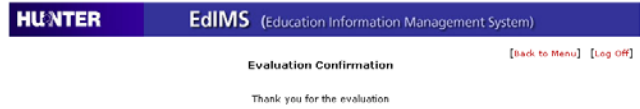
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Evaluation Confirmation

Thank you for the evaluation

LOGGING-OUT

1. Click Log-Off to exit the system



If you have additional questions, email edims@hunter.cuny.edu
(Include your first name, last name, course/section number, and describe your concern.)