

EDIMS INSTRUCTIONS
For Student Teachers and Practicum Students
(excluding alt cert programs)

Table of Contents

Section	Page Number
Logging-In	2
Entering Experience (For Student Teachers and Practicum Students)	2
Self Evaluation (For Student Teachers and Practicum Students)	3
Evaluation Of Cooperating Teacher (For Student Teachers only)	4
Evaluation Of Field Site (For Student Teachers only)	5
Logging Out	6

LOGGING-IN

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

ENTERING EXPERIENCE

- Click link for Experience Submission Form

- Click on the link for your course code

- Select your experience type as Student Teaching OR Practicum in Teaching

- Complete the Student Experience Input Form, **only once**, at end of semester—**NOT** for each placement.
 - Experience Setting: Select your site setting from the drop-down menu
 - Time Measure: Select "DAY"
 - 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 (for Student Teacher and Practicum Students)

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 Evaluation 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

[Log Off]

[Back to Menu] [Log Off]

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 Subject Specific Eval Eval of Coop Teacher

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

[Back to Menu] [Log Off]

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 @
Hunter College Clinical Faculty (Supervisor): Michael Instructor, Teacher Testperson
Site Based Clinical Faculty-Cooperating Teacher/Supervisor:
Subject Area/Program: Not Available

Rater: Athena @
Date: 11/09/2007
School Agency: PS 101 - ANDREW DRAPER (K-6)

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

6. TOTAL PERFORMANCE SCORE FOR ALL DIMENSIONS: 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)

submit

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Evaluation Confirmation

Thank you for the evaluation

[Back to Menu] [Log Off]

COMPLETING EVALUATION OF COOPERATING TEACHER (for Student Teachers ONLY)

1. On Main Menu, click link for Evaluation of Cooperating Teacher by the Student Teacher

2. Find the entry for your current experience

3. For that row, click on the Eval of Coop Teacher link on the right side of the screen

4. Enter Cooperating Teacher's Information

- a. Type your cooperating teacher's last name
- b. Type your cooperating teacher's first name
- c. Enter your cooperating teacher's title (e.g., classroom teacher) (optional)
- d. Type the name of your site (school or agency)

5. Respond to the questions about your cooperating teacher by selecting answers from the drop-down menu

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

7. Click submit to lock your entry

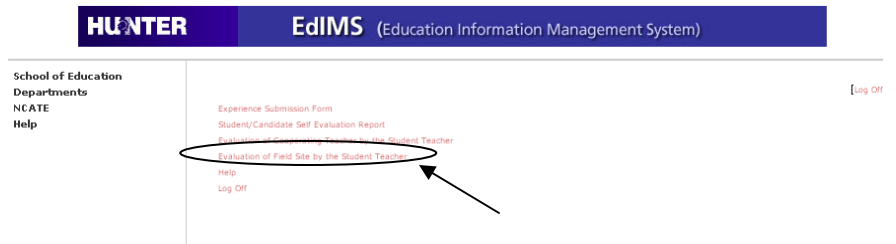
NOTE: You will NOT be able to change your responses, after you click submit

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

9. Confirmation of submission

COMPLETING EVALUATION OF FIELD SITE (for Student Teachers ONLY)

1. On Main Menu, click link for Evaluation of Field Site by the Student Teacher



2. Enter Field Site Information

- a. *Type the name of your site (school or agency)
- b. Type the street address of your site (school or agency)
- c. Type the borough or city where your site is located (e.g., Brooklyn, Bronx, Manhattan, Mineola, White Plains)
- d. Type the zip code for your site

***NOTE:**

-Do NOT begin the site name with "The." For example: for site name such as "The Dalton School", please enter only "Dalton School".
 -Do NOT use periods in the school name. For example, report a school name as PS, IS, or St--without periods.
 - For site name that starts with PS, IS, MS, etc., ENTER a SPACE before the school number and name. For example, PS 100, PS 28 Q, or IS 145 Joseph Pulitzer Intermediate School have spaces between the PS and number and/or name.



EVALUATION OF FIELD SITE BY THE STUDENT TEACHER

Submitted Evaluation(s): None

Instructions:
 Complete the evaluation at the end of each student teaching field placement. The evaluation is based on your overall impressions of the field site. Read each of the statements below and answer yes or no based on your experiences at the site. After completing the ratings, provide additional comments.

Name of Evaluator: Athena Testperson
Date: 10/15/2010

Site Information

When you enter the site information:
 + Do NOT begin the site name with "The". For example: for site name such as "The Dalton School", please enter only "Dalton School".
 + Do NOT use periods in the school name. For example, report a school name as PS, IS, or St--without periods.
 + For site name that starts with PS, IS, MS, etc., ENTER a SPACE before the school number and name. For example, PS 100, PS 28 Q, or IS 145 Joseph Pulitzer Intermediate School have spaces between the PS and number and/or name.
 + All questions marked with * are required.

*Site Name:
 *Site Address:
 *City(Borough): *Zip Code:

3. Respond to the questions about your site by selecting answers from the drop-down menu

1. Professional Environment

1a. An orientation of the site was provided to me

1b. School personnel/security greets visitors respectfully

2. Cultural Environment

2a. The student body represents a variety of races and ethnicities

2b. The teaching/professional staff represents a variety of races and ethnicities

4. In the Overall Evaluation, indicate if you would you work in this school again?

5d. I have been encouraged to participate in parent-teacher conferences

5e. I have access to the school library

5f. Technology resources have been available for my use

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

6. Overall Evaluation

6. If given the opportunity, would you work in this school again?

6. Click submit to lock your entry

Provide further explanation about your experience at this field site. (Maximum 8000 characters)

Comments

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

8. Confirmation of submission



Evaluation Confirmation

Thank you for the evaluation

[Back to Menu] [Log Off]

LOGGING OFF

1. Click Log-Off to exit the system

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Evaluation Confirmation

Thank you for the evaluation

[\[Back to Menu\]](#) [\[Log Off\]](#)



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