Apprentice Site Visit-Preschool

Please complete the following information**:**

Apprentice: _____

Instructor: _____

Name of Work Site: _____

Time of Arrival: _____ **Time of Departure**: _____

Number of Children Present: _____ **Total Number of Staff Present:** _____

Date of Site Visit: _____ **Age Group of Children:** _____

Instructor Apprentice Site Visit Directions/Requirements:

- Observe apprentice at work site at least one hour
- Complete the entire form and review with apprentice within two weeks
- Signatures of both the apprentice and instructor are required
- The apprentice should place the original document in portfolio
- Instructor should place a copy in apprentice file

Please use the following scale to evaluate the quality of the apprentice's performance in relation to the specific criteria.

Rating	Description
1	Fails to meet basic requirements
2	Meets basic requirements
3	Exceeds basic requirements
DNO	Did not observe

Family Ties and Relationship Building	1	2	3	DNO
1. **Interacts with families to build positive relationships** (*Examples: newsletters, information sheets, bulletin boards, parent meetings, eating lunch with child, sharing family custom with child's class, informal conversations with parents*)				
2. **Communicates with families when developing goals based on assessment results** (*Examples: parent conferences/agendas for parent conferences*)				
Please provide examples of apprentice's behavior that support the above ratings:				

Rating	Description
1	Fails to meet basic requirements
2	Meets basic requirements
3	Exceeds basic requirements
DNO	Did not observe

Developmentally Appropriate Lesson Plans	1	2	3	DNO
1. **Creates developmentally appropriate lesson plans using the WV Early Learning Standards Framework Guidebook (Preschool) that include all the necessary components** (*shows progression of learning, learner outcome, objectives, procedure, materials needed, references*)				
2. **Includes strengths, weaknesses, and modifications in lesson planning** (*Examples: lesson plans include any modifications needed for special needs, review of lesson after teaching to evaluate strengths and weaknesses of plan*)				
3. **Creates developmentally appropriate lessons for English language arts, math, science, and creative arts**				
Please provide examples of apprentice's behavior that support the above ratings:				

English Language Arts	1	2	3	DNO
1. **Provides activities that develop language skills** (*Examples: at least one planned language arts activity daily, good language model, children are encouraged to use expressive language throughout the day*)				
2. **Provides activities that encourage emergent writing skills** (*Examples: items labeled in classroom, writing center with paper and writing tools, opportunities for drawing, child dictated stories, etc.*)				
3. **Creates an environment where children have access to a variety of developmentally appropriate materials to support emergent literacy** (*Examples: children's books, picture lotto and card games, flannel board materials, puppets, adult/child and child/child conversations, variety of papers, pencils, crayons, etc., available to children, etc.*)				
Please provide examples of apprentice's behavior that support the above ratings:				

Rating	Description
1	Fails to meet basic requirements
2	Meets basic requirements
3	Exceeds basic requirements
DNO	Did not observe

Math and Science	1	2	3	DNO
1. **Provides activities that develop math skills** *{Examples: sequence cards, same/different games, size and shape toys, sorting games, sensory table and utensils/ toys for dumping, pouring and measuring with appropriate materials (i.e. rice, water, sand)}*				
2. **Children have opportunities to identify and describe measurable characteristics of objects, such as length, weight, small, big, short, tall, empty, full, heavy, and light**				
3. **Creates a sense of time through participation in daily routines**				
4. **Utilizes scientific inquiry in preschool programs** *(Examples: encourages children to explore cause and effect, ask "what if questions, and helps children to find answers without giving them the answer, etc.)*				
5. **Incorporates activities that develop science skills** *(Examples: materials available to children: Magnifying glasses, magnets, plants/terrarium , fish aquarium, paints, etc.)*				
Please provide examples of apprentice's behavior that support the above ratings*:*				

Arts	1	2	3	DNO
1. **Provides activities that promote creative expression in art, music/movement, and dramatic play** *(Examples: variety of art materials available for free choice, including 3-D materials; variety of musical recordings, dance props, and musical instruments; a variety of props for dramatic play in addition to those for housekeeping, i.e. transportation, work, adventure, fantasy, and pictures)*				
2. **Plans and conducts activities that encourage creativity** *(Examples: planned activities; teacher interacts with children, discusses ideas and helps with resources to enhance play)*				
Please provide examples of apprentice's behavior that support the above ratings:				

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Rating	Description
1	Fails to meet basic requirements
2	Meets basic requirements
3	Exceeds basic requirements
DNO	Did not observe

Approaches to Learning	1	2	3	DNO
1 **Provides appropriate ways to stimulate initiative and curiosity** *(Examples: activities and materials are provided that encourage children to explore and investigate, etc.*)				
2. **Targets ways to encourage persistence and attentiveness** *(Examples: projects/activities that continue for an extended amount of time, children create and implement plans, children use trial and error)*				
4. **Enhances cooperation** *(provides opportunities for children to work together in learning and play experiences with peers)*				
Please provide examples of apprentice's behavior that support the above ratings:				

Guidance, Behaviors, Scheduling, Conflict Resolution	1	2	3	DNO
1. **Uses Developmentally Appropriate Practices for guiding preschoolers** *(Examples: I Messages, conflict resolution, Conscious Discipline)*				
2. **Arranges the environment in a way that helps support the development of self-regulation** *(Examples: quiet space, break up large open areas, etc.)*				
3. **Follows consistent and responsive routines/transitions**				
Please provide examples of apprentice's behavior that support the above ratings:				

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Social/Emotional Development	1	2	3	DNO
1. Provides a caring environment while guiding and educating children				
2. Provides a quality learning environment by adjusting self and the environment to each child's temperament (goodness of fit)				
3. Assesses children regularly for social/emotional developmental delays				
4. Creates a safe and trusting environment for learning to occur				

Please provide examples of apprentice's behavior that support the above ratings:

Additional Comments/Observations

_____   _____

Site Supervisor Signature   **Date**

_____   _____

Apprentice/Student Signature   **Date**

_____   _____

Instructor Signature   **Date**

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