

INTER-AMERICAN UNIVERSITY OF PUERTO RICO  
FAJARDO ENCLOSURE

DEPARTMENT OF EDUCATION AND SOCIAL SCIENCES

**PROTOCOL OF THE DELIVERY OF INSTRUMENTS EVERY ACADEMIC SEMESTER BY SUPERVISORS/  
MASTER COOPERATORS AND STAFF IN CHARGE**

This protocol is discussed each semester with the faculty of the EMP, directors, supervisors, and master practice co-operators. The teaching practice coordinator discusses the tools used in teaching practice to students during the pre-practice orientation week.

<b>Instruments</b>	<b>Administration Date</b>	<b>Person in charge</b>	<b>Date meeting with supervisor's delivery of properly filled instruments</b>	<b>Supervisor's signature full instrument delivery</b>	<b>Remarks / Comments</b>
I Disp 1080 New Income Student Reflection Instrument	1 time per semester	Teacher who offers the course every time the course is offered			
PD-1 Presscolar, 4th-6th, English Elem., Educ. Esp. and High School	2 times per semester	Cooperator teacher / supervisor received by the clinical			

		practice coordinator			
PD-2 Presscolar, 4th-6th, English Elem., Educ. Esp. and High School	3 times per semester	Cooperator Teacher / supervisor received by the clinical practice coordinator			
PD-7 Portfolio Assessment Instrument	At the end of the practice every semester	Supervisor corrects it It is received by the practice coordinator			
PD-10 (CAEP 1.1) Practical Student Satisfaction Survey	At the end of teaching practice every semester	It is filled by the student and handed over to the Clinical Practice Coordinator			
PD-11 Disposal Professional Skills / Positive Commitment, Reflective Apprentice, Empathy	At the end of teaching practice every semester	Cooperator Teacher It is received by the Clinical Practice coordinator			

<p>IP-12 (4.2) Assessment of the Application and Instructional Skills of the Graduate</p>	<p>Sept. – Nov. (if employed) visit to schools</p>	<p>Employer completes it It is processed by the JC faculty and Dr.M. Cardona</p>			
<p>PD-13 Student Practitioner's Assessment on University Supervisory Effectiveness</p>	<p>At the end of teaching practice</p>	<p>Clinical Practice student completes it and delivers it to the coordinator of the clinical practice coordinator</p>			
<p>PD-14 Student Practitioner's Assessment on the Effectiveness of the Cooperating Teacher</p>	<p>At the end of teaching practice</p>	<p>Clinical Practice student completes it and delivers it to the coordinator of the clinical practice coordinator</p>			
<p>PD-15 - In Tasc</p>	<p>2 times</p>	<p>Cooperator Teacher</p>			

Measuring Practicing Student Effectiveness in Learning, Learning, Instructional Practice, Knowledge of the Subject Matter You Teach and Professional Responsibility		completes it and delivers it to the Clinical Practice Coordinator of the practice			
EGRE 15 (4.4) Egress Satisfaction Survey	sept – Nov. (administered only to graduates)	Graduate completes it			
ISP-16 (4.3) Patron's Satisfaction with the Graduate	sept – Nov. if you have the employee – on a visit to schools	Filled by Employer / or receives Montes / JC			
ET-14 Telephone Survey	(Oct – Sept.)	Lorell Rivera			
I-Master Graduate 01	At the end of the semester	Classroom students			

(1 to 3 degree) Evaluation by The Graduate Teacher in Service Students (Rev, March 2019)		(4.1)			
I-Graduate Teacher 02- (4th- 6th) Assessment of The Graduate Teacher's Students in Service (Rev, March 2019)	At the end of the semester	Classroom students (4.1)			
I-Graduate Teacher 03 (7- 12) Assessment by Graduate Teacher in Service Students (Rev, March 2019)	At the end of the semester	Classroom students (4.1)			
I-Master Practitioner 04 (1 to 3	At the end of the semester	Classroom students (4.1)			

grade) Assessment by The Students of the Practicing Teacher (Rev. March 2019)					
I-Master Practitioner 05 (4th-6th) Assessment by Students of the Practicing Teacher (Rev. March 2019)	At the end of the semester	Classroom students (4.1)			
I-Master Practitioner 06 (7-12) Assessment by Practicing Teacher Students (Rev. March 2019)	At the end of the semester	Classroom students (4.1)			
PD-8A Impact of the Student Practitioner on Student Learning PK- 12	At the end of the investigation	It's filled by the master in charge of the investigation. (4.1)			

IE-8B Impact of PEM Graduates on the Development and Learning of their PK-12 Students, their Instruction and Their Satisfaction with the Relevance of Their Academic Preparation (added value)	At the end of the investigation	Assessed by the person in charge of the Program's research			
MEP-01 Heading for Evaluation of Demonstrative Classes Methodology Courses	November 30 April 30 and the courses of the specialty	Faculty that offers the methodology courses Deliver Dr. Montes			

Instructions:

1. The Practice Coordinator coordinates with Maria Benabe (administrative assistant) for copies of the instruments (the revised ones).
2. The Practice Coordinator ensures that they are delivered to each practice supervisor, the instruments and protocol of the administration to be followed are discussed.
3. Provide follow-up to fill out the instruments on the stipulated dates of the protocol.

4. Fill instruments everywhere, including dates and signatures.
5. The Practice Coordinator will coordinate a meeting date with supervisors to discuss and deliver all instruments.
6. The Cor coordinator of the practice shall organize all instruments and deliver them to the Director with a formality sheet. (e.g., all PD-1s, together, all PD-2s together and so on with all instruments.

Dr. Porfirio Montes Olmeda  
Director  
March 2021