

Host Teacher and University Supervisor Online Metastandard Rubric Completion Guide

Thank you very much for your participation as a University Supervisor or Host Teacher for teacher candidates at Indiana University Kokomo Division of Education. Below you will find the information needed to complete the metastandard rubric evaluation form.

1. In order to complete the rubric, you will need the name of the instructor of the IU Kokomo course you are supporting, the course number, that instructor's e-mail address and the IU Kokomo student ID number and benchmark.
2. Please go to the following link to find the Division of Education Website at IU Kokomo. <http://www.iuk.edu/~koeduc/>
3. Along the left hand side you will see link to the three programs in our department, Early Childhood, Elementary, and Secondary Education. Click on the program appropriate to the IU Kokomo student.
4. Depending on your browser, you may only see a small bit of information. Please remember to scroll down.
5. Near the bottom of the page you will see a section marked **Unit Assessment System**. This (also known as **UAS**) is the heart of our data collection and assessment which is key to our accreditation. Find "Metastandard Rubric Competency in the Field" and Click **Submit online**.
6. Once this is clicked you will be taken to a new "form page". It is important that you **do not hit either the "enter" key or the "back" button** when completing this form. If this does occur, it may render the form invalid, and will require that you start over. You may use the "**tab**" button with no problem, however.
7. If you click on [Metastandards Rubric](#) you will be taken to a new page, which is the complete rubric. This is to be used to help you fill out the rubric and understand the detailed explanations of the individual components.
8. Please fill out all the information. As you tab through the document, the window should continue to move down.
9. In the next section labeled, "Please identify yourself", you will need to enter your name, title and e-mail address. Please ensure that your e-mail is complete (e.g. jsaam@iuk.edu). You will receive a copy of this transcript via the e-mail you submit here.

10. As you continue through the form, you will see the metastandards and the components in a table form. You can indicate your scores by simply clicking the individual buttons, or indicating “**Not observed**”. Since our program is based on Bloom’s Taxonomy, and is a developmental model, you will need to determine from the IU Kokomo student’s instructor the level of expectation for the teacher candidate you are currently observing. That is, it is expected that teacher candidates at the beginning of the program will be at the *basic level*, whereas student teachers are expected to be at least at the *mastery level*. For more information concerning our conceptual framework, please see:
<http://www.iuk.edu/~koeduc/pdf/ConceptualFrameWork.pdf>
11. After **Metastandard #7**, you will see the scoring tables for the **Core Dispositions and Professional Dispositions**. Teacher candidates will be scored in the Core as Never, Occassionally, Consistently, Always and in the Professional as Basic, Proficient, Mastery, and Exemplary. If you did not observe a behavior simply mark “Not observed”
12. The last section allows for any comments concerning the student. There is only one comment section, where you may address either the metastandards or dispositions. You may also leave this section blank.
13. When you have completed this form, you **must** click the button. When you receive a confirmation page, your form is complete. It may take a few minutes to receive your e-mail.
14. When you receive your e-mail it will be in a text format. This is the identical form that the instructor will receive. Please note that your scores are on the far left side of the components. Students do not automatically receive your scores; therefore, we recommend that you discuss your evaluation with the IU Kokomo student and forward the scores to their email.
15. Again, thank you for your assistance, and if there are any questions or concerns you may contact Julie Saam, Interim Dean of the Division of Education at jsaam@iuk.edu.