

CHECKOUT

Directions: Please complete the following while your team is in session. Your Captain is to oversee the process and “sign off”. Additionally, if available, two team members (assigned randomly by Captain) should “sign off” or verify your responses to certain items.

Joint completion of this form will be the last official act of the team. The instructor will signal when the process is to start.

1. Your Name? _____

2. Number of Absences over the Semester? _____

For any reason; i.e., your team met at BSC, but you were not there. Explain on back of this sheet if you wish.

3. Notebook: The student is to demonstrate that she/he kept a “reasonably” professional notebook – traditional hard copy.

___ **Yes.** The notebook standard clearly has been met. No issue.

___ **No, or Uncertain.** The instructor must be called in to make a determination. NOTE: Bring the instructor to your station immediately to decide, please.

4. E-Mail/Text Messaging Responsiveness:

___ **Yes.** The standard clearly has been met. No issue.

___ **No, or Uncertain.** The instructor is to be consulted during the actual Checklist procedure. What is the issue?

5. Critiques: The student is to certify that he/she contributed fairly to the overall team effort as it critiqued other teams’ work. *

___ **Yes.** The above critiquing standard clearly has been met. No issue.

___ **No or Uncertain.** The instructor must be called in to make a determination.

* Include with these CHECKOUT materials at least four (4) copies of critiques you wrote over the semester or helped to write. At least two of the four should be **SOLO** critiques (i.e., you composed by yourself). The other two can be **COMPOSITE** (where you made a substantial contribution to a team – written critique). Please write “SOLO” or “COMPOSITE” on the top of each.

6. Critique Ratings: The student is to prove that she/he contributed equally to the overall team effort with regard to *rating* critiques. **

___ **Yes.** The above critique rating standard clearly has been met. No Issue.

___ **No or Uncertain.** The instructor must be called in to make an immediate determination.

** Include copies of at least two (2) critique ratings you worked on in good faith.

7. Field Work Observation Instrument (AOI): Include your four(4) completed Newmann and Wehlage material (“Five Standards of Authentic Instruction”) from Module 3.

*Each of your **AOIs** is to be inspected by two teammates. *Two*...the inspector is to sign on the top of each if and only if *each* is deemed complete and professional in presentation.

“Complete and Professional”! Make sure that *copious notes* are included with every **AOI**.

If, however, any teammate believes any or all forms you offer are shoddy, that teammate is instructed **NOT** to sign off.

Your work will be graded lower if you do not obtain requested signatures.

8. Field Work WBT Materials: Include your 500 word report of your “adventures” with an actual teacher in presenting and evaluating Biffle’s controversial teaching methods.

Additionally, include one or more photos of you interacting with the teacher who assisted you in this assignment. Review Module 4 for specifics.

9. Signed Yellow Field Work Sheet or Sheets: Include it or them and make sure the school official’s signature is clear. Print his/her name near signature if not clear.

Thank you!

VERIFICATION OF ABOVE

_____ (Signature of Member #1/Date)

_____ (Signature of Member #2/Date)

Verification signifies that all above responses and documents are in order and appear *truthful*. Qualifying comments or questions can be made on the **back** side of this form.

The above process was conducted fairly: _____
(Captain’s Signature/Date)