



# UNIVERSITY OF EMBU

## STUDENT TEACHER'S CONFIDENTIAL REPORT FORM

Name of Student..... Reg. No.....

Subject Combination..... School.....

Report Submitted by:.....

(Head of School or Department)

Duration of Teaching Practice: From..... To.....

1. Attendance
  - a. Date of reporting on duty.....
  - b. Number of days absent during the above period ..... (If absent, state reason(s) given by the student teacher .....
  - c. Did the student teacher leave the school premises during school hours frequently, sometimes or never for private purposes without official consent?.....
2. Punctuality: Was the student ever late, sometimes late or frequently late
  - a. For the commencement of school day?.....
  - b. For his/her classes?.....
3. Reliability: How reliable and responsible was the student teacher in his/her preparation of lessons, giving and marking of assignments and participation in school activities?.....
4. Work output, initiative and conscientiousness: Comment on the amount of work done and the initiative and conscientiousness of the student teacher in doing it. Was the output very good, sometimes insufficient or regularly insufficient? Did the student teacher show above average, below average or average initiative and conscientiousness?.....
5. Planning, organization and coverage of a work programme: Comment on the quality of the student teacher's schemes of work, the way it was followed and display of mastery of the subject content and its procedures.....
6. Interest shown in professional growth: Did the student teacher show interest (great, satisfactory or little) in his professional growth by making regular comments on the lessons taught, and by making and recording observations as instructed in the teaching practice checklist?.....
7. The student teacher relationship with staff: Comment on the student teacher's attitude to the staff, his/her willingness to accept and profit from advise, and his/her cooperation with staff members and administration.....



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8. The student teacher relationship with students: Comment on the quality of the student teacher's relations with the students. Did she/he handle students well and stimulate their interest, participation and cooperation?.....  
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9. Personality and general professional Competence: Comment on significant personal qualities (such as dress, decorum, confidence and sincerity) and his/her general professional competence including any matter not dealt with above which you consider important.....  
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10. Grade awarded: Circle as appropriate
- a. Outstanding
  - b. Good
  - c. Satisfactory
  - d. Unsatisfactory
  - e. Very unsatisfactory

