

Missouri State University

**Business Specialty Addendum**

Top of Form

**Student Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Block: 1 2 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cooperating Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**University Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade/Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **Trait Name** | **Trait Description** | **Ratings** |
| **High Level** | **Satisfactory** | **Needs Improvement** | **Not Observed** | **Not Applicable** |
| BUS 1.0.0 | The student teacher maintains proper balance between student learning activities and teacher activities. | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 2.0.0 | The student teacher produces an informative, effective classroom presentation. | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 3.0.0 | The student teacher functions in an orderly, organized, business-like manner in the classroom.  | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 4.0.0 | The student teacher displays willingness to answer student’s(s’) questions.  | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 5.0.0 | The student teacher appropriate resource materials. | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 6.0.0 | The student teacher makes available career opportunities in business. | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 7.0.0 | The student teacher displays the ability to use the board effectively. | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 8.0.0 | The student teacher demonstrates knowledge of hardware and software. | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 9.0.0 | The student teacher demonstrates willingness to learn new software. | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 10.0.0 | The student teacher prepares attractive handouts and transparencies. | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 11.0.0 | The student teacher circulates the classroom during guided practice and independent learning. | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 12.0.0 | The student teacher incorporates current information with material being taught in class. | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 13.1.0 | The student teacher demonstrates effective use of the following machines: computers | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 13.1.1 | The student teacher demonstrates effective use of the following machines: computer keyboarding  | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 13.1.2 | The student teacher demonstrates effective use of the following machines: computer word processing | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 13.1.3 | The student teacher demonstrates effective use of the following machines: computer spread sheets | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 13.1.4 | The student teacher demonstrates effective use of the following machines: computer database | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 13.1.5 | The student teacher demonstrates effective use of the following machines: computer Windows (where applicable) | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 13.1.6 | The student teacher demonstrates effective use of the following machines: computer various types of software/hardware | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 13.2.0 | 1The student teacher demonstrates effective use of the following machines: printers | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 13.3.0 | The student teacher demonstrates effective use of the following machines: scanners | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS 13.4.0 | The student teacher demonstrates effective use of the following machines: calculators | 3 | 2 | 1 |  (NO) |  (NA) |
| BUS Influence on Student Learning | The student teacher influences student learning to ensure high levels of achievement among all students. **Comment required**. | 3 | 2 | 1 |  (NO) |  (NA) |
| **Influence on Student Learning (Comment required):** **Additional Comments (optional):**Bottom of Form |  | 3 | 2 | 1 |  (NO) |  (NA) |
|  | 3 | 2 | 1 |  (NO) |  (NA) |

Bottom of F