Missouri State University
Business Specialty Addendum

STEPS for Assessment

Student Teacher Name: _____   **Block: 1   2**   **Date:** _____

Cooperating Teacher: _____   **School/District**_____

University Supervisor: _____   **Grade/Course** _____

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):