

2023.2.1.16: Streamlining Observational Visits

Evidence Overview

The information provided outlines a decision to streamline and enhance the efficiency of observational visits for students in methodology courses, including the EDES 4006 course. This decision is based on feedback from stakeholders in the Puerto Rico Department of Education and aligns with CAEP Standard 2, which emphasizes co-construction and collaboration. The key change involves compiling a consolidated list of students at the beginning of each semester, which includes detailed information such as student names, ID numbers, contact details, designated schools, and teachers to be observed. This list will be sent to school directors for approval before the observational visits begin, ensuring all necessary preparations are made in advance. This measure aims to prevent delays, improve coordination with partner schools, and enhance the support provided to students during their observations. The administrative office will handle all related communications going forward, and any inquiries should be directed to them. This proactive approach demonstrates a commitment to improving educational processes and supporting student learning experiences effectively.

CAEP Standards Alignment

Initial	Advanced
2.1	

The Evidence

The evidence describes a new administrative procedure to streamline observational visits for students in methodology courses by providing a consolidated list of student details to school directors at the start of each semester. This proactive measure, based on stakeholder feedback and educational standards, aims to enhance efficiency, prevent delays, and improve support for students during their school observations.



Santiago Mendez Hernandez <santiago.mendez@upr.edu>

Yesterday at 8:46 AM

To: ABEL MARTINEZ-NEGRON; JANDEL RODRIGUEZ-VAZQUEZ

From: Santiago Mendez Hernandez

Sent: Wednesday, April 17, 2024 7:42 AM

To: Janette Ferrer Montes <janette.ferrer@upr.edu>

Cc: Carmen M Bellido Rodriguez <carmen.bellido@upr.edu>; Grisel Rivera Villafane <grisel.rivera1@upr.edu>; Brunilda Silva Gracia <brunilda.silva@upr.edu>; Ismael Acosta Caraballo <ismael.acosta@upr.edu>

Subject: NOTIFICATION: Streamlining Observational Visits

Dear doctor Ferrer

As your EDES 4006 course includes 15 observations hours at school settings, I am sending this decision taken based on the recommendations provided by the Puerto Rico Department of Education stakeholders who participated in the Fall 2023 focal group. The decision is taken based on CAEP Standard 2 statements on co-construction and collaboration. The same will be happening with all methodology courses.

For now on, in order to improve efficiency and coordination with our partner schools, we decided that a consolidated list of methodology students (including your course) would be provided to each school director at the start of the semester. This proactive measure ensures that all necessary arrangements are in place, preventing delays and enhancing the support provided to our students during their observational visits.

You are requested to send the whole list of students at your course at the beginning of the course. That list should include students full name, students ID number, phone, school where the student will be doing the observations hours, teachers to be observed (now should be more than one observed teacher per student), and the email address of the student. The list of students will be sent by our secretary to the school directors at the beginning of the term in order they approved before students visits. The communication from now one about this matter will be directly with our administrative office. If you have questions, please contact me directly.

I appreciate your usual commitment.

Best regards,

Dr. Santiago Méndez-Hernández

Director

Catedrático Auxiliar

Coordinador de la Asociación de Futuros Maestros

Experto en Contenido de Matemáticas

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Ningún hombre es más grande que el que se vence a sí mismo por cumplir con su deber.

Hostos