



**School of Education  
Collaborating Teacher Summative  
Evaluation /Recommendation Form  
STUDENTS: PLEASE READ BEFORE  
COMPLETING FORM**

This form will be reproduced for hiring officials as the student requests.

**Important Information Regarding Access to  
Recommendations/Evaluations**

*The Family Educational Rights and Privacy Act of 1974-PL 93-380 opens many records for the student's inspection. The law also permits the student to waive his right to inspect or review recommendations. The student's signature below constitutes a waiver; no signature means the student will have the right to read the recommendation.*

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date 4/28/08

Name of Reference (Print)

Katherine J. Henke

Signature

Katherine J. Henke

Position/Organization

Collaborating teacher - Carmel Schools

Address

13989 Hazel Dell Pkwy. Carmel, IN 46033

Phone

317-846-3086 ~ school

Date

4/28/08

317-439-3731 ~ cell

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Megan Chapman has successfully completed eight weeks of student teaching in a third grade classroom at Cherry Tree Elementary, in Carmel, Indiana. Megan's quick adaptability of this course requirement was evident throughout her teaching experience. She was able to observe and then put herself in a full-time teaching situation in a matter of five weeks. It was during that time that I was able to observe her expertise as a teacher, mentor, and communicator.

Megan had a bit of a different experience because of the dynamics of this classroom. This class was comprised of 24 children; 17 boys, 7 girls including one special needs student and five students with individual education plans, in short a combination of learning styles. Megan was able to adapt her teaching approach to meet the needs of this classroom. She spent extra time conferencing with each child as she reviewed daily performance, as well as whole group instruction.

Megan was extremely organized and always prepared in her lesson planning both weekly and daily. She made a point of connecting all her lessons with our state standards and made an extra effort to re-teach when needed.

Megan's communication skills did not stop with the students. She made a conscious effort to keep parents and other staff members abreast of what she was teaching and the progress the students were making, thus again displaying exemplary organizational skills.

Megan was always open to constructive criticism and made changes where needed.

In summary, I believe that Megan Chapman would be an asset to any school corporation. Her passion, skills and respect for children is of the highest caliber. She is definitely someone we as teachers would want included in our profession.

If you have any further questions or concerns, please feel free to contact me at your convenience.

Sincerely,  
Katherine J. Henke  
Mentoring Teacher  
Cherry Tree Elementary