

**University Supervisor of Student Teaching -- Recommended Timeline -- EDS
for Full-Semester Student Teaching Placements
Spring 2012**

University of Wisconsin-La Crosse University Supervisors are required to make three classroom observation visits for each student teacher/intern each quarter. All observations must be a minimum of one hour in length. University supervisors must conduct a pre-observation meeting (approximately 15 minutes) with the respective student teacher and a post-observation meeting with both the student teacher and the cooperating teacher.

Excluding ECE students, each University of Wisconsin-La Crosse student teacher/intern follows the academic calendar of their cooperating school. The **ECE** student teachers begin their first placement on **January 16** and end on **March 9**. Their second placement begins on **March 19** and ends on **May 11 or 18**, unless other arrangements have been approved by both the cooperating teacher and university supervisor.

Completed by Friday, February 24	Observation 1
Completed by Friday, March 23	<p style="text-align: center;">Observation 2</p> <p>Midterm Conference Report formally completed <u>for all student teachers in a semester-long placement.</u> The Midterm Conference Report must be the product of a three-way conference between the student teacher, cooperating teacher, and the university supervisor.</p>
Completed by Friday, March 30	<p>Third Quarter observation reports due in the Office of Field Experience.</p> <p>Midterm Conference Report due in the Office of Field Experience <u>for all student teachers in a semester-long placement.</u></p> <p>Travel Reimbursement Forms for third quarter student teaching supervision visits due in the Office of Field Experience, unless submitting at end of semester.</p>
Completed by Friday, April 27	Observation 3
Completed by Friday, May 25	Observation 4
Completed by Friday, June 1	<p>Professional Final Evaluation formally completed <u>for all student teachers completing a full-semester placement.</u> The Professional Final Evaluation must be the product of a three-way conference between the student teacher, cooperating teacher, and the university supervisor.</p>
Completed by Friday, June 1 (or sooner)	<p>Fourth Quarter observation reports due in the Office of Field Experience.</p> <p>Professional Final Evaluation <u>for all student teachers completing a full-semester placement due</u> in the Office of Field Experience.</p> <p>Travel Reimbursement Forms for fourth quarter student teaching supervision visits due in the Office of Field Experience.</p>

**University Supervisor of Student Teaching -- Recommended Timeline -- EDS
For Student Teachers in Quarter-Long Placements
Spring 2012**

University of Wisconsin-La Crosse University Supervisors are required to make three classroom observation visits for each student teacher/intern each quarter. All observations must be a minimum of one hour in length. University supervisors must conduct a pre-observation meeting (approximately 15 minutes) with the respective student teacher and a post-observation meeting with both the student teacher and the cooperating teacher.

Excluding ECE students, each University of Wisconsin-La Crosse student teacher/intern follows the academic calendar of their cooperating school. The **ECE** student teachers begin their first placement on **January 16** and end on **March 9**. Their second placement begins on **March 19** and ends on **May 11 or 18**, unless other arrangements have been approved by both the cooperating teacher and university supervisor.

<p>Completed by Friday, February 24</p>	<p>Observation 1</p> <p>Completion of Midterm Conference Report for all student teachers in a <u>quarter-long placement</u>. The Midterm Conference Report must be the product of a three-way conference between the student teacher, cooperating teacher, and student teaching supervisor.</p> <p>Midterm Conference Report due for all students in a <u>quarter long-placement</u> in the Office of Field Experience.</p>
<p>Completed by Friday, March 23</p>	<p>Observation 2</p> <p>Professional Final Evaluation formally completed for all students in a <u>quarter-long placement</u>. The Professional Final Evaluation must be the product of a three-way conference between the student teacher, cooperating teacher, and student teaching supervisor.</p>
<p>Completed by Friday, March 30</p>	<p>Third Quarter observation reports due in the Office of Field Experience.</p> <p>Professional Final Evaluation due in the Office of Field Experience <u>for all students completing a quarter-long placement</u>.</p> <p>Travel Reimbursement Forms for third quarter student teaching supervision visits due in the Office of Field Experience, unless submitting forms at end of semester.</p>
<p>Completed by Friday, April 27</p>	<p>Observation 3</p> <p>Completion of Midterm Conference Report for all student teachers in a <u>quarter-long placement</u>. The Midterm Conference Report must be the product of a three-way conference between the student teacher, cooperating teacher, and student teaching supervisor.</p> <p>Midterm Conference Report due for all students in a <u>quarter long-placement</u> in the Office of Field Experience.</p>
<p>Completed by Friday, May 25</p>	<p>Observation 4</p> <p>Professional Final Evaluation formally completed for all student teachers in a <u>quarter-long placement</u>. The Professional Final Evaluation must be the product of a three-way conference between the student teacher, cooperating teacher, and student teaching supervisor.</p>
<p>Completed by Friday, June 1</p>	<p>Fourth Quarter observation reports due in the Office of Field Experience.</p> <p>Professional Final Evaluation due in the Office of Field Experience <u>for all students completing a quarter-long placement</u>.</p> <p>Travel Reimbursement Forms for fourth quarter student teaching supervision visits due in the Office of Field Experience.</p>

