

### Supervisor Timeline for Student Teaching Placements

According to Wisconsin PI 34, University Supervisors are required to make a **minimum of two classroom observation visits per quarter for each teacher candidate**. 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 teacher candidate and a post-observation meeting with both the teacher candidate and the cooperating teacher. *The SIP must be the product of a three-way conference between the teacher candidate, cooperating teacher, and university supervisor.*

Completion Date	Suggested Supervision Timeline for Quarter-long Placements
Week 1	Q1 & Q3 <b>Placement 1:</b> Introductory Triad Visit/Informal Observation
Week 2 and 3	Q1 & Q3 Observation 1 completed and uploaded
Week 4	Q1 & Q3 Observation 2
Week 5	Q1 & Q3 Midterm Triad Conference & SIP completed
Week 6	Q1 & Q3 Observation 2 uploaded Midterm SIP rubric data entered Cooperating teacher observation uploaded
Week 7	Q1 & Q3 Observation 3
Week 9	Q1 & Q3 Final Triad Conference & SIP completed
Week 10	Q1 & Q3 Observation 3 uploaded Final SIP rubric data entered Q2 & Q4 <b>Placement 2:</b> Introductory Triad Visit/Informal Observation
Week 11 and 12	Q2 & Q4 Observation 1 completed and uploaded
Week 13	Q2 & Q4 Observation 2
Week 14	Q2 & Q4 Midterm Triad Conference & SIP completed
Week 15	Q2 & Q4 Observation 2 uploaded Midterm SIP rubric data entered Cooperating teacher observation uploaded
Week 16	Q2 & Q4 Observation 3
Week 18	Q2 & Q4 Final Triad Conference & SIP completed
Within 1 week of placement end date	Q2 & Q4 Observation 3 uploaded Final SIP rubric data entered

Travel and Expense Reports are completed online at the end of each month.