

University Supervisor Expectations for Student Teaching Experiences

The supervisor of teacher candidates is the lead member of the student teaching triad. The US is an official representative of the university and serves as a liaison between the School of Education and the personnel of cooperating schools and agencies. S/he is responsible for the direct supervision of the teacher candidate S/he also aids in the education of the teacher candidate by making sure that he/she is a thoughtful learner, leader, inquirer, and community member.

- While observation requirements vary, generally, four or more times during the semester, the university supervisor observes each student teacher for a minimum of one hour. Each visit is to include a pre-observation conversation, the actual observation, and a post-observation conference. The supervisor will provide a copy of the completed observation form to the teacher candidate, the cooperating teacher, retain a copy for his/her files, and forward the original to the School of Education Assessment Coordinator.
- The university supervisor must also serve as an intermediary, eliminating misunderstandings and resolving conflict between the cooperating teacher and the teacher candidate. S/he should consult with the cooperating teacher regularly regarding the student teacher's performance. S/he is also responsible for helping the student teacher in his/her development of technical management competencies and reflective teaching, and should offer support in practical and theoretical work by considering short and long-term professional needs. S/he should be readily available to the student teacher and cooperating teachers for discussion of teacher candidate's teaching experience. Most importantly, it is the overall responsibility of the university supervisor to be the monitor and manage the growth and development of the teacher candidate.
- **Any problems that may arise during the student teaching process should be reported to the Office of Field Experience immediately.**

Before the student teaching experience

1. Participate in Student Teaching Orientation for University Supervisor breakout session and meet with assigned teacher candidates.
2. Establish modes of communication for weekly check-in between teacher candidate and university supervisor.
3. Discuss expectations for student teaching binder and lesson plan monitoring protocol.
4. Develop a professional rapport with the teacher candidate and learn about his / her goals, strengths and interests.

5. Guide the teacher candidate's development in each of the Standards.
6. Share teaching expertise and insights to help the teacher candidate succeed in the experience.

During the student teaching experience

1. Coordinate and lead introductory TRIAD conference with teacher candidate and cooperating teacher(s).
2. Communicate with each assigned teacher candidate weekly regarding teaching schedules, goals and concerns. Contact the cooperating teacher every two weeks to answer questions, provide guidance, or to get updates on the teacher candidate's progress in developing competence in each of the Standards.
3. Arrange convenient times for announced student teacher observations.
4. Check in at each school site upon arrival and departure from the building as per custom of each site.
5. Coach the cooperating teacher and teacher candidate through all aspects of the observation and evaluations process. Monitor and ensure effective communication between the parties.
6. Observe the teacher candidate for a **minimum of one hour two times each quarter**. Provide written and verbal feedback to the teacher candidate. Submit the appropriate observation forms for these visits to the assessment coordinator.
7. Communicate highlights and concerns to OFE.
8. Collect **one** observation feedback form from the cooperating teacher prior to the midpoint of the placement and submit to the assessment coordinator.
9. Lead mid-term TRIAD conference with teacher candidate and cooperating teacher(s). Submit mid-term Standards in Practice (SIP) document via Taskstream.
10. Offer support to the teacher candidate and the cooperating teacher in solving day-to-day teaching concerns that impact the quality of the field experience for all constituents.
11. Cultivate and nurture relationships with cooperating teachers to mentor teacher candidates.
12. Make recommendations of potential cooperating teachers to the OFE.
13. Participate in all university supervisor activities including training and orientation sessions and various School of Education meetings at the discretion of the Dean.
14. Complete Travel Expense Report (TER) forms online. (Keep travel log and submit monthly).

Toward the end of student teaching experience

1. Lead final Triad conference with teacher candidate and cooperating teacher(s). Submit final SIP document via Task Stream.
2. Complete and review all paperwork and evaluation documents prior to submission.
3. Complete Travel Expense Report (TER) forms online. (Keep travel log and submit monthly).
4. Complete online student and program evaluation surveys as requested.
5. Provide, at your discretion, letters of recommendation for your supervisees.