

# GUIDE TO SUPERVISION OF STUDENT TEACHERS FOR UNIVERSITY SUPERVISORS

## **IMPORTANT TERMS:**

**Field Experience Coordinator: Dr. Ashley Oleszewski** - Coordinates student teaching experiences at the elementary, middle, secondary and P-12 levels. The chain of command is to communicate problems with the Field Experience Coordinator who will work with the grade level coordinator. These University professors serve as the contacts for the specified certification levels.

**Undergraduate Early Childhood Education Contact: Dr. Gordon Eisenman**

**Undergraduate Middle Grades Contact: Dr. Stacie Pettit**

**Undergraduate Secondary Contact: Dr. Christine Craddock**

**SPED: Dr. Jessica Simpson**

**MAT Elementary: Dr. Kim Barker**

**MAT Middle Grades: Dr. Christi Pace**

**MAT Secondary: Dr. Juan Walker**

**MAT SPED: Dr. Nai-Cheng Kuo**

**Music: Dr. Juan Walker**

**Foreign Language: Dr. Carly Carver**

**Art: Dr. Juan Walker**

**Student Teacher:** A Teacher Candidate seeking initial certification at the undergraduate level or at the graduate level through the MAT program. The graduate MAT Teacher Candidate may be employed or unemployed.

**Clinical Teacher:** For an unemployed Teacher Candidate this is a teacher assigned by the Department of Teaching & Leading. The student teaching experience is completed in the Clinical Teacher's classroom. For an employed MAT Student Teacher, the Clinical Teacher is assigned by the employed Student Teacher's administration and is often located elsewhere in the building. (See requirements on the Partner School Network website

<https://www.augusta.edu/education/teaching-leading/partner-school-network.php> under "Clinical Teacher Application" <https://www.augusta.edu/education/teaching-leading/documents/clinical-teacher-psn-application.pdf>) All Clinical Teachers must have successfully completed the Clinical Teacher Online Training located at <https://www.augusta.edu/education/teaching-leading/clinical-teacher-training.php>.

**University Supervisor:** The Augusta University person hired to supervise Student Teachers.

**Partner School Network (PSN):** Partner schools are collaborators with Augusta University in preparing pre-service teachers for their teaching careers. For a list of PSN schools see the PSN Directory located at <https://www.augusta.edu/education/teaching-leading/documents/psn-directory.pdf>. Undergraduate Student Teachers are always placed in Partner Schools. Graduate Student Teachers who are not employed are also placed in PSN Schools. Graduate Student Teachers who are employed may student teach in their classroom provided the school is

located within a 50 mile radius of Augusta University and the teacher is employed teaching the content are for which they are seeking certification.

**Building Coordinator:** This person serves as the liaison between Augusta University and the partner school. (Those schools not in the PSN network do not have a building coordinator.) University supervisors should meet with them every time they visit the school and encourage the teacher candidates to discuss any issues that arise with the building coordinator first and then the supervisor.

### **Getting Started:**

- Prior to the beginning of the semester: Become familiar with the *Teaching & Leading website* for:

*Student teachers:* <https://www.augusta.edu/education/teaching-leading/student-teaching.php>

*University Supervisors:* <https://www.augusta.edu/education/teaching-leading/student-teaching-supervision.php>

*Clinical Teachers:* <https://www.augusta.edu/education/teaching-leading/clinical-teacher.php>

Review all the information and become familiar with all the forms used.

- Obtain an identification badge for visiting schools (see Office Coordinator).
- Note important dates – particularly midterm, finals, due dates as well as the due date for semester grades. These dates can be found on the Student Teaching website.
- Be familiar with the syllabus for the level of students you are supervising.
- Obtain the most current Class Roster from *POUNCE*. To access the pictorial class rolls; log into *POUNCE*, click on “Faculty and Advisors” and then select “Summary Class List”, “Detail Class List”, “Summary Pictorial Class Roll”, or “Detail Pictorial Class Roll”.  
*\*Pictorial class rolls are considered sensitive student data. Please handle appropriately. Faculty members are only allowed to see pictorial rolls for the classes assigned to them. Some students may not have photos available for publication.*
- To Request Travel Reimbursement: By the end of each month, submit an auto mileage expense report to the Department of Teaching and Leading office – Attention: Bonnie Collins - fax # -706-729-2276 or e-mail [bcollin9@augusta.edu](mailto:bcollin9@augusta.edu).

### **Checklist:**

\_\_\_ 1. A mandatory meeting for student teachers will be scheduled each semester to go over the student teaching requirements. Please schedule your own meetings with both candidates and clinical teachers at the beginning of each semester to go over pertinent information that relates to your expectations. At this meeting:

- Leave your contact information with the clinical teacher and the student teacher.
- Check for understanding of Clinical teacher obligations for the semester.

- Discuss the training requirements for the Clinical Teacher: co-teaching video and edTPA video.
- Discuss the need for a schedule of when the student will be co-teaching and when he/she will assume classes and do the 10 days of independent teaching.
- Stress the importance of frequent, honest, and constructive feedback to the student teacher. Emphasize the need for documentation of this feedback especially for student teachers experiencing difficulties.
- Emphasize the importance of lesson evaluations authentically reflecting the student teacher's performance in order to determine midterm and final evaluations and the final pass or fail grade.
- **Ask the Clinical Teacher to contact you after the Student Teacher's first absence or tardy to ensure you are informed about any attendance issues immediately.**
- Give the Clinical Teacher the Payment Form and remind the Clinical Teacher to complete the form and submit it by the posted deadline.
- Emphasize the attendance requirements of 85 days (680 hours) for undergraduate student teaching and 75 days (600 hours) for graduate student teaching and discuss the necessary documentation.
- Inform them of observation requirements, Mid-Term Evaluations and conference requirements, forms found on the Student Teaching Website and Final Evaluations. Review the Exit Interview found on the Department of Teaching & Leading Website with the student teacher.
- Remind Clinical Teachers and Student Teachers they have their own resource links found on the Department of Teaching & Leading website.
- Review the pass/fail policy with the Student Teacher.
- Collect the Personal Contact Information Sheet and the Class Schedule Form from the student teacher.

\_\_\_ 2. Meet the Building Coordinator and the principal (if possible) at each school on your first visit and leave contact information. Ask them to inform you if any problems arise. Check in with the building coordinator on each visit. If the principal is not available on that first visit, please check back each time until you make contact.

\_\_\_ 3. Visit each school on announced and unannounced visits. Document your visits and any observations or concerns. See the Department of Teaching & Leading website for Supervision Documentation Form.

\_\_\_ 4. Formally observe each teacher candidate teaching at least 3 times during the semester. You **must** formally observe your candidates **at least one time prior to Midterm**. (Two times is recommended.) Document each teaching observation utilizing the Lesson Evaluation Form provided on the website. Leave a copy with the candidate and make a copy for your files *before* leaving the school.

\_\_\_5. If ANY significant issues arise during the semester, document the concerns as well as meet with the Teacher Candidate, Clinical Teacher and any other pertinent personnel such as administrators. The candidate must be informed of issues as they arise and an attempt must be made (and documented) to intervene and assist the candidate. All unofficial and official interventions or dispositional warnings should be documented and shared with the Field Experience Coordinator (and placed in the Augusta University file of the candidate). If a Teacher Candidate is experiencing difficulty, please notify the Field Experience Coordinator as soon as possible but definitely prior to midterm. If a candidate is withdrawn for any reason prior to midterm, midterm evaluations must still be completed by the Clinical Teacher and the University Supervisor. A candidate who withdraws before midterm will be given either a U (unsatisfactory performance during student teaching) or a W (withdrawal under special circumstances) but not a WF. Notify the Field Experience Coordinator who will then notify the Department Chair. Check to see if the candidate was removed from your role in *POUNCE* to make sure the process has been completed. If an Intervention was conducted, make sure the appropriate form and all other documentation including any written e-mails or letters from the Clinical Teacher, Building Coordinator, Principal, etc. are placed in the Teacher Candidate's file.

\_\_\_6. \**Mid-Term is a crucial meeting to determine whether the student is passing or failing.* Schedule *midterm* meetings for the week prior to the official Augusta University midterm date! Set up dates and times or ask the Building Coordinator to set up a schedule. You will meet with the Clinical Teacher and the Teacher Candidate at the same time. University Supervisors are also required to complete a midterm evaluation of the candidate. The Midterm Evaluation by the Clinical Teacher should already be completed, submitted in Chalk & Wire and reviewed with the candidate before the scheduled meeting. It is *very important* at this point to determine whether the student teacher is passing or failing at midterm. This meeting is held at the school in which the student teacher has been placed.

\_\_\_7. Final Interviews should be scheduled no later than the last week of the semester. The meetings can be held at Augusta University or at the candidate's school and do not need to include the Clinical Teacher UNLESS there are problems that have arisen over the course of the semester. In that case, the meeting should be held with appropriate personnel. University Supervisors are also required to complete a final evaluation of the Teacher Candidate.

\_\_\_8. At the time of the scheduled EXIT Conference, all requirements should have already been completed and submitted. (See Exit Interview Checklist). Final attendance documentation will be submitted by the candidate and checked by the Supervisor at the end of the student teaching experience.

\_\_\_10. Post Final Grades (Satisfactory or Unsatisfactory) via *POUNCE* according to Augusta University deadlines.

\_\_\_11. Submit in all documents listed below and any other pertinent documentation Copies of each University Supervisor observation

- Supervision documentation form
- Exit Interview Checklist