

FOR THE COLLEGE SUPERVISOR

The college supervisor serves as the connection or link between the college and the cooperating teacher. Each college supervisor has the responsibility of outlining the student teaching experience to the cooperating teacher. The college supervisor, like the cooperating teacher, serves in several roles: communicator, consultant, advocate and evaluator.

Communicator

- serves as a liaison between the student teacher and all personnel in participating schools, such as the cooperating teacher (primary concern), building principal, and others working with the student teacher.
- clarifies expectations, procedures, routines, and requirements to the student teacher and cooperating teacher.
- outlines duties, responsibilities and assignments for the student teaching experience.
- provides an orientation session for the student teacher and cooperating teacher(s) prior to the beginning of student teaching. This will usually be done during the afternoon and evening of the Student Teaching Dinner. At this time a communication process will be established with the student teacher and the cooperating teacher(s).
- responds to the Weekly Progress Report Reflection and Self-Assessment submitted by the student teacher each week.

Consultant

- observes the student teacher regularly and provides a written evaluation following each observation. The college supervisor should make four or five visits, the first of which should be during the beginning week or two of the full-time student teaching experience. (See Appendix K.)
- confers with the student teacher and cooperating teacher following each observation;
- provides suggestions for planning, teaching and management for the day-to-day operations in the classroom setting.
- assists the student teacher to develop effective goals and strategies during the student teaching experience.
- guides the student teacher to interpret experiences in light of sound educational theory and practice.

Advocate

- provides guidance and feedback to the student teacher.
- counsels the student teacher concerning professional and personal challenges.

Evaluator

- conducts the midterm self-evaluation meeting with student teachers.
- assists each cooperating teacher to evaluate the progress of his/her student teacher.
- Addresses significant concerns by developing a “Plan of Action” (See Appendix P.)
- seeks resolution of unsatisfactory teaching experiences with the student teacher, cooperating teacher, principal and Director of Student Teaching if necessary. If a student is to be removed from student teaching, the Education Department will do this only after all reasonable avenues of resolution have failed.
- assigns, with input from the cooperating teacher, the final grade for the student teaching experience (See Appendix S-“Student Teaching-The Final Grade”).
- writes and submits the necessary reports for the student teacher's credential packet and file (See Appendix N.)
- completes and files all required paperwork, including visitation/observation forms, mileage forms, and assessment profiles for each student teacher with the Director of Student Teaching.
- identifies possible future cooperating teachers who might be excellent mentors for student teachers