

## RESPONSIBILITIES OF THE UNIVERSITY SUPERVISOR

The university supervisor serves as a liaison with and a resource person to the school in which UMM has placed a student teacher. Through regular visits to the schools, he or she assists in the process of unifying theory and practice, assuring the optimal development of the student teacher, and the proper administration of the policies and practices of UMM's Student Teaching Program.

### **Liaison to school**

- Meet with relevant school administrators.
- Provide information about UMM's Student Teaching Program.
- Address questions and concerns about the relationships between the school and university.
- Gather information about the student teacher's progress.
- Resolve any concerns about the student teaching experience.
- Monitor each placement carefully to prevent problems, concerns, or conflicts.

### **Assists cooperating teacher**

- Meet with the cooperating teacher(s) in each school to answer questions and or clarify information shortly after the student teacher arrives in the school.
- Confer with the cooperating teacher about your observations and the student's progress in the school setting. If possible, meet with the cooperating teacher before and/or after each supervisory observation.
- Arrange for a mid-term, three-way review conference with the student teacher, cooperating teacher, and university supervisor.
- If student exhibits a pattern of behaviors that causes concern, suggest that he/she complete and submit the Communication of Concerns form to the Discipline Coordinator.
- Remind cooperating teachers to share their Student Teaching Formative Evaluation forms with you.
- Remind cooperating teachers to complete the Summative Evaluation of Student Teaching and Teacher Recommendation forms and submit them to the University.

### **Assists student teacher**

- Meet with the student teacher to answer questions and/or clarify information before he/ she begins the student teaching assignment.
- Meet with the student teacher again shortly after he/she arrives at the student teaching school assignment to further clarify information and answer questions.
- Make a minimum of four supervisory observations that include a pre-conference, observation, and post-conference with the student teacher. Complete Student Teaching Formative Evaluation forms during each visit (see Appendix B-1).
- Have student teacher reflect on the reasons and purposes for their instructional decisions.
- Encourage student teacher to reflection their performance for the purpose of identifying strengths and areas for improvement.
- Build on student teacher's strengths.
- Share openly with student teacher your positive reactions you have to their performance or your level of concern.
- Ask to read the Reflective Journal each time you visit. Share observations and insights.
- Reviews the Student Teacher Plan Book each time you visit. Share observations and insights.
- Advise each student teacher on lesson and unit planning.
- Remind student to continually be aware of what students are learning as a result of their lessons.
- Suggest and share resources for lessons and units.
- Schedules Student Teaching Seminars. A variety of topics are scheduled, depending on the interest and needs of the student teachers.
- Remind student teacher to videotape a lesson early in their student teaching and again near the end of the experience. Discuss their self-assessment of the lesson.
- Remind student to design a student evaluation form asking students for feedback on their teaching.

- Remind students to constantly add artifacts to their Standards of Effective Practice portfolio, which will be assessed during the professional development course.
- Remind students to keep student projects, bulletin boards, lesson, photographs and other materials for the Education Exposition to be held during the professional development class.
- If student exhibits a pattern of behaviors that cause you concern, complete and submit the Communication of Concerns form to the Discipline Coordinator.
- Complete a Summative Evaluation of Student Teaching and Teacher Recommendation form and submit it to the UMM Placement Office (see Appendix D-1).
- Submit a grade of S (satisfactory) or N (not satisfactory) for the student's UMM transcript.