



Responsibilities of the University Student Teaching Supervisor

Overall Responsibilities

1. Provide assistance to each student teacher and serve as both a mentor to and an advocate for him or her, in order to ensure that each has a quality and successful student teaching experience.
2. Serve as a liaison and resource person, between each cooperating school and Benedictine University.
3. Complete a minimum of **5-6 observational assessment site visits per student teacher** during the 16-week experience, **plus at least two additional visits**: a) a 3-way “introductory” meeting* with each Cooperating Teacher and student teacher; and b) a visit to observe and support each student teacher’s edTPA videotaping. *Note: The 3-way “introductory” meeting should be conducted within the first two weeks of each candidate’s experience and should serve as an initial introduction and orientation of the student teachers and their cooperating teacher(s) to the BU student teaching experience.
4. Complete a *Student Teacher Observational Performance Assessment* form (preferably electronically), during each student teacher site visit. Share a copy of the form and discuss your observations with the respective student teacher and Cooperating Teacher(s) at the end of the visit.
5. Review and critique each student teacher’s daily *Lesson Plans* and *Daily Notes and Reflections*, at least weekly, and then provide candidates with prompt, constructive feedback.
6. Copy all e-mails sent to candidates regarding their progress, performance, instructional issues and concerns to the candidate’s Cooperating Teacher(s).
7. Inform the Director of Student Placement at the inception of any student teacher, Cooperating Teacher, and/or placement school issues and concerns.
8. Complete a *Candidate Growth Plan for Remediation* and submit an online Early Warning Notice (EWN) at the very onset of problematic behavior, as detailed by guidelines specified in the *Student Teaching Guide* and *Student Teaching Course Syllabus*.
9. Review your student teachers’ progress toward the completion of their edTPA portfolios, during each onsite observation, and at the end of each edTPA Student Teaching Seminar. Monitor their timely completion of each component of their portfolios, by appraising their work and signing off on their *edTPA Completion Checklist for Student Teachers*, in order to guarantee that their portfolio progress is on schedule. [Note: Student teachers who fall five days behind the completion schedule indicated on the *edTPA Completion Checklist for Student Teachers* need to be immediately reported to the Director of Student Placement for prompt remediation.]
10. Complete a hard copy *Assessment and Evaluation of Student Teaching Experience* form for each student teacher, halfway through the experience (midterm evaluation) and an online *Assessment and Evaluation of Student Teaching Experience* form, during the last two weeks of the experience (final evaluation).
11. Ensure that each student teacher and cooperating teacher complete and submit midterm and final student teaching experience evaluations using the *Assessment and Evaluation of Student Teaching Experience* form. Check to be sure that every rating on the evaluation forms is clearly marked in the center of the appropriate box (ratings on lines between boxes are not allowed).
12. Check to be sure that all appropriate signatures appear on their corresponding evaluation forms.
13. Attend all scheduled meetings with student teachers at targeted Student Teaching Seminars, as well as all Student Teaching Supervisor Meetings, all edTPA instruction seminars, and the edTPA “mini” portfolio presentation.
14. Observe all student teachers’ end of the term edTPA mini presentations and complete and sign your student teachers’ edTPA presentation and handout rubrics.
15. Complete and submit a *Professional Behaviors (Dispositions) for Teacher Preparation* evaluation of each candidate, during the last two weeks of the student teaching experience.

16. Complete and submit a *Student Teacher Observational Performance Assessment Rubric* for each candidate, as a summary measure of the candidate's typical classroom performance and behavior, as recorded on the *Student Teacher Observational Performance Assessment* forms during the final months of the experience.
17. Use the *Rubric for Student Teaching* to assess your student teacher candidates' composite performance, routine lesson plans, Daily Notes and Reflections, attendance at required seminars and meetings, ring binder, professional behavior, and edTPA mini portfolio presentation and handout, to determine each student's grade. Ensure that copies of the completed and signed *Rubrics for Student Teaching* are given to each student.

No later than **one week** following the conclusion of the field experience for undergraduate students and **four weeks** following the conclusion of the field experience for graduate students, the University Supervisor will:

1. Submit both your *Professional Behaviors (Dispositions) for Teacher Preparation* evaluation and *Assessment and Evaluation of Student Teaching Experience* final evaluation of all student teachers online, and ensure that all of your student teachers and their Cooperating Teachers have also completed and submitted hard copy *Assessment and Evaluation of Student Teaching Experience* final evaluations to you.
2. Assemble the following (Each student packet should be in order and clipped at the top left corner)
 - A. Student Teaching Evaluation Packet Checklist
 - B. Grade Calculation Sheet
 - C. *Rubric for Student Teaching*
 - D. *Student Teacher Observational Performance Assessment Rubric*
 - E. *Professional Behaviors (Dispositions) for Teacher Preparation* evaluation
 - F. "Mini" edTPA Portfolio Presentation and Handout Rubrics
 - G. Final and Midterm *Assessment and Evaluation of Student Teaching Experience*
3. File the assembled materials above with the Director of Student Placement.
4. Enter students' grades into PeopleSoft system.

During Each Site Visit:

1. Complete a *Student Teacher Observational Performance Assessment* form and review the assessment with the student teacher and Cooperating Teacher (whenever possible) at the end of the visit.
2. Review the Student Teaching Binder at each visit to ensure that the student(s) are completing their lesson plans, staying up to date with their Daily Notes and Reflections, and compiling appropriate materials and resources...under clearly delineated sections in the binder.
3. Check the student's *edTPA Completion Checklist for Student Teachers* to ensure timely edTPA progress.
4. Conduct conferences with the student teacher to discuss observations of performance, the 3-ring binder, lesson plan activities, and any additional issues that may arise.
5. Conduct routine conferences with the cooperating teacher(s) regarding candidate performance.

Important Dates and Deadlines

Student Teaching Supervisors are required to attend the seven Student Teaching Seminars listed below that are specific to edTPA. All seminars will be held on the days specified, from 4:30 – 6:30 pm, in a BU classroom TBA.

Student Teaching Seminars that Target edTPA

Monday, August 21, 2017	Overview of edTPA Construct, Requirements, and Resources
Tuesday, August 29, 2017	edTPA Task 1: Planning for Instruction & Assessment
Monday, September 11, 2017	edTPA Task 2: Videorecording - Instructing & Engaging Students in Learning
Monday, September 18, 2017	edTPA Task 3: Assessing Student Learning
Monday, September 25, 2017	Elementary Education Task 4 [Elementary Education Supervisors only]
Monday, October 16, 2017	edTPA Work Session (Dr. Jan Writer and Student Teaching Supervisors)
Monday, October 23, 2017	edTPA – "Putting It All Together:" Tactics for Compiling Your edTPA Portfolio

Student Teaching Supervisors are further required to participate in all scheduled student teacher-supervisor meetings held in conjunction with Student Teaching Seminars. During these meetings, supervisors meet with their student teachers to discuss visitation schedules, evaluation procedures, teaching requirements, edTPA portfolio completion, and other issues and concerns related to their student teachers. Supervisors must further attend the edTPA "Mini" Portfolio Presentations that will take place at the end of the experience.

Fall, 2017 Dates of Student Teachers' Meetings with Supervisors [Times are approximate]

All meetings will be conducted during the last 30-60 minutes of each seminar, unless otherwise indicated

Monday, August 14, 2017	5:45-6:30 pm
Monday, August 21, 2017	6:00-6:30 pm
Monday, October 2 7, 2017	4:30-5:30 pm edTPA Work Session, <u>plus</u> 5:30 – 6:30 pm Meeting
Monday, October 16, 2017	5:30-6:30 pm
Monday, October 23, 2017	5:30-6:30 pm
Monday, November 27, 2017	5:30-6:30 pm

edTPA "Mini" Portfolio Presentations

Tuesday, December 5, 2017 4:30 - 8:00 pm

Supervisors must additionally attend seven University Supervisor meetings during the fall term -- two meetings for combined Preclinical and Student Teaching Supervisors and five meetings for Student Teaching Supervisors.

Meetings for Student Teaching Supervisors

Monday, August 14, 2017	3:00 - 4:00 pm
Tuesday, August 29, 2017	3:00 - 4:00 pm [Combined PC/ST Supervisor Meeting]
Monday, September 11, 2017	3:15 - 4:15 pm
Monday, October 2, 2017	3:15 – 4:15 pm
Monday, October 16, 2017	3:15 – 4:15 pm
Tuesday, November 14, 2017	3:00 – 4:00 pm [Combined PC/ST Supervisor Meeting]
Monday, November 29, 2017	3:00 – 4:00 pm

Final Evaluation of Student Teacher Materials

Student teachers must submit their completed 3-ring binders (including all evaluations, journal reflections, lesson plans, and resources compiled) to their University Supervisor during the week of December 4, 2017. Each supervisor may determine the specific date during that week, when these materials should be submitted

Grades

University Supervisors must use the *Rubric for Student Teaching* to evaluate each student teacher's composite teaching performance, routine lesson plans, *Daily Notes and Reflections*, *Observational Performance Assessment*, attendance at required meetings, professional dispositions, student teaching 3-ring binder, and "mini" edTPA portfolio presentations and handouts. The composite ratings on the rubric will subsequently be used to assign the student teaching course grade. All grades must be entered into PeopleSoft no later than **4:00 pm, on Friday, December 15, 2017**. Supervisors should make arrangements for candidates' work to be returned. Special accommodations that entail leaving work in the SOE office may be made via Sally Shore (sshore@ben.edu).

Travel Expenses

Supervisors will be given a stipend for their travel throughout the term to their student teachers' placement schools. To receive this stipend, a *University Supervisor Site Visit Log* needs to be completed and submitted to Dr. Jim Pelech (jpelech@ben.edu), at the end of each month. The excel spreadsheet for mileage reimbursement must be used. It includes the name of each school visited, the town where it is located, starting and ending location sites, and miles traveled. Accommodations are made for days when you are visiting more than one school. **Per the BU Finance Department, mileage must now be turned in on a monthly basis.** This procedure will be strictly enforced.